

# SCHOOL DISTRICT OF COLBY EDUCATION CENTER

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DR. STEVEN KOLDEN, SUPERINTENDENT

## FINANCIAL AFFAIRS COMMITTEE MEETING

**MONDAY, MARCH 19, 2018  
6:00 PM  
COLBY HIGH SCHOOL LMC**

OPEN MEETING

### AGENDA

- 1) Review Invoices & Receipts

Committee Members Include: Seth Pinter, Chair  
Eric Elmhorst  
Jennifer Lopez

# SCHOOL DISTRICT OF COLBY EDUCATION CENTER

Dr. Steven Kolden, Superintendent

## REGULAR SCHOOL BOARD MEETING

Monday, March 19, 2018 – 6:30 PM

High School Distance Learning Lab – Door #2

### MEETING NORMS

- *The Board President will actively monitor our interactions.*
- *We will actively listen and not interrupt others.*

### AGENDA:

1. CALL TO ORDER / ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. NOTICE OF POSTING
4. PUBLIC PARTICIPATION
5. BOARD COMMENDATIONS
  - 5.01 Colby Girls Basketball Team - Regional Champions
6. INFORMATION ITEMS:
  - 6.01 Correspondence (If Any)
  - 6.02 Student Board Representative Report
  - 6.03 Superintendent's Report – Steve Kolden [GHS Summit (3/9), Adams Street Update, Whole Kids Food Grant]
  - 6.04 Strategic Planning Progress Monitoring – UPDATE on goals for 2018-19, 2019-20, 2020-21  
Discuss / Review / Accept
7. CONSENT AGENDA
  - 7.01 Minutes from the February 8 Special Board Meeting and the February 26, 2018 Regular Board Meeting
  - 7.02 Requests for Out-of-State Travel (If Any)
    - 7.02-1 8<sup>th</sup> Grade to Washington D.C. – June 7-11, 2018
    - 7.02-2 Middle School NHS to Mall of America in Minnesota – May 30, 2018
  - 7.03 Approve Board Member Attendance and Expenses for Travel Outside the District at Meetings Other Than Regular, Special or Committee Meetings
    - 7.03-1 WASB Region 5 New Member Meeting – April 18, 2018 at 7:00 PM @ Marathon High School Library
  - 7.04 Staff Resignations/Retirements/Leave Requests
    - 7.04-1 Resignation of Michael Collins, Special Education Aide
    - 7.04-2 Other Resignations/Retirements/Leave Requests
  - 7.05 Personnel – Transfers/New Hires (If Any)
    - 7.05-1 Hire of Alexandria Kolb, Head Middle School Swim Coach
    - 7.05-2 Transfer of Nicole Schalow, High School Intellectual Disability (ID) Teacher
    - 7.05-3 Hire of Alicia Guden, Speech and Language Pathologist
  - 7.06 Awards, Donations and Gifts to the School District of Colby (If Any)
8. REGULAR BUSINESS – CONSIDERATION OF:
  - 8.01 Agenda Items Moved From Consent Agenda
  - 8.02 Recommendation of Finance Committee

9. DISCUSSION INFORMATION
  - 9.01 Consideration of Reports of Board Members' Attendance at Seminars and Workshops
  - 9.02 2017-18 Budget Update
  - 9.03 Discuss Budgeting for a Shared School Resource Officer with Abbotsford School District, the Cities of Abbotsford, Colby and the Colby School District.
  - 9.04 Review / Approve Superintendent Goals for 2018-19
10. ACTION INFORMATION
  - 10.01 Agenda Items Moved From Consent Information
  - 10.02 Discuss / Approve Referendum Phase II Bids for the HS/MS Parking Lot and MS Roof Projects as Recommended by the Facilities Committee
  - 10.03 Discuss / Approve Bid for Replacement of the Pool Heat Exchanger as Recommended by the Facilities Committee
  - 10.04 Second Reading - Handbook Language Revisions as Recommended by WASB and the Personnel Committee; Part I, Sections 2.02, 2.05, 3.05, 3.06, 3.25, 3.42, 9.02, 11.01, 13.04, 15.01, and 15.03
  - 10.05 Second Reading - Handbook Language Revision, Part II, Section 3, Professional Growth
  - 10.06 Discuss / Approve the Addition of a .5 FTE Family and Consumer Education Teacher
  - 10.07 Discuss/ Approve the Addition of a .5 FTE 7-12 Guidance Clerical Position
  - 10.08 Discuss / Approve Creating a 1.0 FTE Elementary Principal Position
  - 10.09 Discuss / Approve Milk Break Costs for 2018-19
  - 10.10 Discuss / Set August Summer School Dates for 2018 – Monday through Thursday, August 6-16, 2018
11. CONVENE TO CLOSED SESSION PER WISCONSIN STATUTES 19.85 (1) FOR THE PURPOSES OF:
  - a) Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that government body.
  - c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
  - e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Board will consider:
    - 11.01 Agenda Items Moved from Consent Information
    - 11.02 Agenda Items Moved from Action Information
    - 11.03 Preliminary Consideration of Non-Renewal
    - 11.04 Discuss Proposed Individual Transfers and Reassignments
    - 11.05 Reconvene in Open Session
12. THE BOARD WILL RECONVENE IN OPEN SESSION IMMEDIATELY UPON COMPLETING THE CLOSED SESSION TO TAKE ACTION, IF NECESSARY, ON SELECTED MATTERS DISCUSSED IN CLOSED SESSION.
13. IDENTIFY ITEMS FOR NEXT AGENDA
  - 13.01 Schedule Meetings:
    - 13.01-1 WASB New Member Meeting, Marathon HS Library – April 18, 2018 @ 7:00 PM
    - 13.01-2 Financial Affairs Committee Meeting – April 23, 2018 @ 5:30 PM
    - 13.01-3 Special Board of Education Meeting – April 23, 2018 @ 6:00 PM
    - 13.01-4 Regular Board of Education Meeting – April 23, 2018 @ 6:30 PM
    - 13.01-5 Facilities and Transportation Committee Meeting –
    - 13.01-6 Policy and Curriculum Committee Meeting –
    - 13.01-7 Personnel Committee Meeting –
14. ADJOURNMENT

# ***Stakeholder Driven Strategic Planning***

## ***DRAFT Goals for Board of Education***

- Provide staff development opportunities for ALL staff to understand and expand their knowledge of classroom applications that increase student achievement.
- Support professional development priorities aligned with our Mission, Vision and Strategic Planning.
- Develop a recruitment strategy for ALL staff positions to attract and retain quality personnel.
  
- Identify, implement and monitor research-based best practice Instructional Strategies
- Maintain a comprehensive plan for curriculum writing, adoption, review, revision, and implementation.
- Monitor and evaluate student learning.
  
- Become a district that attracts and retains students (positive open enrollment).
- Develop a public relations plan that engages the community.
- Explore additional options for collaboration.
- Focuses on improving school climate.
- Enhance Alumni Relations.
  
- Operate the district in a fiscally responsible manner.
- Encourage procedures to promote and secure alternate funding for pilot projects.
  
- Maintain implementation of a continued rotation and upgrades of district infrastructure and devices.
- Support the fiscal resources required for the implementation of a comprehensive technology plan.
- Maintain a comprehensive plan for specific student devices (1:1 initiatives) and a systematic rotation (replacement) of new devices.
  
- Enhance School grounds and athletic fields
- Develop a Comprehensive District facilities plan to address;
  - Adams Street facility
  - Efficient utilization of space
  - Replacement Schedules
- Consistently provide School Safety and Security at all facilities.
- Utilize our facilities as a learning tool for teaching sustainable practices for where we live, work, learn and play.

SPECIAL MEETING MINUTES  
BOARD OF EDUCATION – SCHOOL DISTRICT OF COLBY  
MONDAY, FEBRUARY 8, 2018  
COLBY DISTRICT EDUCATION CENTER

The Special School Board Meeting on February 8, 2018, was called to order at 5:30 p.m. in the Colby District Education Center by Board President, William Tesmer. Members present were William Tesmer, Cheryl Ploeckelman, Jean Schmitt, Jennifer Lopez and Eric Elmhurst. Also present were Superintendent Steven Kolden and Kristen Seifert. Seth Pinter was absent.

The meeting notice was posted according to the requirements of the open meeting law.

Mr. Tesmer welcomed the candidates and briefly overviewed how the meeting would be conducted.

Candidate one, Mr. Michael Solberg, introduced himself and provided the Board with personal background information.

Candidate two, Mr. John Feiten, introduced himself and provided the Board with personal background information. There was a public comment on behalf of Mr. Feiten.

Candidate three, Ms. Katie Haas, introduced herself and provided the Board with personal background information.

Candidate four, Teri Hanson, introduced herself and provided the Board with personal background information.

The Board discussed the candidate pool and the process of appointing a candidate.

Motion by Mr. Elmhurst, seconded by Mrs. Lopez to appoint Teri Hanson to fill the vacant seat until April 2019. Roll Call vote – Motion carried 5-0-0; Yes – Mrs. Lopez, Mr. Tesmer, Mr. Elmhurst, Mrs. Schmitt, Mrs. Ploeckelman; No – None; Abstain – None.

Motion by Mrs. Lopez, seconded by Mrs. Schmitt, to adjourn the meeting. Voice vote - motion carried. Meeting adjourned at 6:03 PM

Respectfully Submitted:

Eric Elmhurst, Clerk

Kristen Seifert, Recording Secretary

REGULAR MEETING MINUTES  
 BOARD OF EDUCATION – SCHOOL DISTRICT OF COLBY  
 MONDAY, FEBRUARY 26, 2018  
 COLBY DISTRICT/EDUCATION CENTER

The Regular School Board Meeting on February 26, 2018 was called to order at 6:30 PM at the Colby High School Distance Learning Lab by Board President, William Tesmer. Members present were: Eric Elmhurst, Jean Schmitt, William Tesmer, Teri Hanson, and Cheryl Ploeckelman. Also present were Superintendent Steven Kolden and Kristen Seifert. Absent were Jennifer Lopez and Seth Pinter. The meeting notice was posted according to the requirements of the open meeting law.

Carley Elmhurst, Student Board Representative updated the board: the Student Council Crush for your Crush sales was a hit; SADD members did the Polar Plunge Saturday to raise money for a speaker; FBLA Tie dyed shirts; FFA week was last week; activities planned throughout the week including dress up days, games during AST, and milk for sale in the entrance; Chess Club has been playing a lot of chess; FCCLA recently had regional competition - 2 will move onto state: Bailey Krause(gold) and Carla Schmelzer(silver); Forensics will have their regional competition tomorrow; Drama Club -New club and first meeting is tomorrow and they will be doing 2- one act plays this spring; Girls Basketball - Conference champions, Regional champions, play Marathon Thursday; Boys Basketball - 6th in Conference, Play Phillips tomorrow, New conference standings boards in the gym; Wrestling the season has come to an end, Two made it onto sectionals: Joeseph Aguilara and Logan Ruesch; Choir recently had solo & ensemble and did extremely well; one of the best yet; Show Choir competition coming up in Mitchell, SD; Pep band is playing a lot lately and is doing a great job; had solo & ensemble; Juniors will be taking the ACT tomorrow.

Mr. Kolden updated the Board regarding: Second Friday Count; High School Trap Signup; High School Drivers Education; Phase II Referendum Projects; Wisconsin Parental Choice (Voucher) Program; Insurance Bids (property, auto, liability, etc.) – the District will seek Bids, Green and Healthy Schools Conference – March 9.

Mr. Kolden discussed the Strategic Plan and updated the Board on the February 22 meeting. Mr. Kolden will be updating the strategic planning goals.

Motion by Mrs. Ploeckelman, seconded by Mr. Elmhurst to approve the consent agenda as presented:

- Minutes from the January 15, 2018 Regular Board Meeting
- 4<sup>th</sup> Grade Trip to the Minnesota Zoo – May 3 & 4, 2018
- Middle School Trip to Regional History Bee at West Savage, MN – March 24, 2018
- Board member, Cheryl Ploeckelman, attendance and expenses for travel outside of the District to the Medford Legislative Meeting in Medford – March 5, 2018.
- Retirement of Erin LeSage, Title I
- Retirement of Julie Wolf, High School Special Education Teacher
- Retirement of Dennis Seidl, Speech Language Pathologist
- Accept Donation of an Auto from Schilling Auto Salvage used in the First Semester Basic Auto Class
- Voice vote – motion carried.

Motion by Mr. Elmhurst, seconded by Mrs. Ploeckelman to approve the receipts and invoices as presented. Voice vote – motion carried.

**Financial Report**

<b>TOTAL REVENUE – JANUARY</b>		\$ 1,053,259.94
<b>NICOLET NATIONAL BANK-REFERENDUM APPROVED ACCT.</b>	1028-30	\$ 85,489.16
<b>NICOLET NATIONAL BANK-PENSION ACCT.</b>	1035	\$ 2,890.61
<b>NICOLET NATIONAL BANK-MANUAL CHECKS</b>	13-16, 2290-2297	\$ 129,416.33
<b>FORWARD FINANCIAL BANK-MANUAL CHECKS</b>	270-73	\$ 13,349.61
<b>REGULAR CHECKS</b>	31863-31894	\$ 13,711.32
<b>DIRECT DEPOSITS</b>	900069235-900069700	\$ 404,396.25
<b>WIRE TRANSFERS</b>	201700019-201700020	\$ 42,278.01
<b>ADVANTAGE BANK-REGULAR CHECKS</b>	74862-75038	\$ 571,723.60
<b>TOTAL CHECKS TO BE APPROVED</b>		<b>\$ 1,263,254.89</b>

Mrs. Ploeckelman and Mr. Tesmer updated the Board on their attendance at WASB State Convention; Mrs. Ploeckelman updated the Board on her attendance at the CESA 10 Summit to Success, WASB Legal Conference, and WASB Representative Meeting.

Mr. Kolden reviewed the 2017-18 budget update.

Motion by Mrs. Ploeckelman, seconded by Mr. Elmhorst to approve the CESA 10 Service Contract as recommended by administration. Voice vote – motion carried.

Motion by Mr. Elmhorst, seconded by Mrs. Schmitt to approve the Handbook updates in Part I as presented and recommended by the Personnel Committee. Roll call vote – Motion carried 4-0-1; Yes–Mrs. Ploeckelman, Mr. Elmhorst, Mrs. Hanson, Mrs. Schmitt; No- None; Abstain-Mr. Tesmer.

Motion by Mr. Elmhorst, seconded by Mrs. Ploeckelman to approve the Handbook updates in Part I, Section 3 as presented and recommended by the Personnel Committee. Voice vote – motion carried.

Motion by Mr. Elmhorst, seconded by Mrs. Schmitt to approve the addition of a Middle School Assistant Swim Coach Position and recommended by the Personnel Committee. Roll call vote – Motion carried 4-0-1; Yes–Mrs. Ploeckelman, Mr. Elmhorst, Mrs. Hanson, Mrs. Schmitt; No- None; Abstain-Mr. Tesmer.

Motion by Mr. Elmhorst, seconded by Mrs. Ploeckelman to approve revisions to the CEA Alternative Compensation Plan for 2018-19, 2019-20 as recommended by the Personnel Committee. Voice vote – motion carried.

Motion by Mr. Elmhorst, seconded by Mrs. Ploeckelman to approve a 2.13% CPI wage increase for Administration to be divided equally by FTE as recommended by the Personnel Committee. Voice vote – motion carried.

Motion by Mrs. Ploeckelman, seconded by Mr. Elmhorst to approve a 2.13% CPI wage increase for Executive Support Staff to be divided equally by FTE as recommended by the Personnel Committee. Voice vote – motion carried.

Motion by Mrs. Ploeckelman, seconded by Mr. Elmhorst to approve a 2.13% CPI wage increase for Hourly Support Staff to be divided by Alternative Compensation Guidelines as recommended by the Personnel Committee. Roll call vote – Motion carried 4-0-1; Yes–Mrs. Ploeckelman, Mr. Elmhorst, Mrs. Hanson, Mrs. Schmitt; No- None; Abstain-Mr. Tesmer.

Motion by Mr. Elmhorst, seconded by Mrs. Ploeckelman to clarify the 2.13% CPI wage increase for Administration, Executive Support Staff, and Hourly Support Staff is for the 2018-19 school year. Voice vote – motion carried.

Motion by Mrs. Ploeckelman, seconded by Mr. Elmhorst, to convene in closed session per Wisconsin Statutes 19.85 a) Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that government body. c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

11.03 Update on Potential Litigation

11.04 Superintendent Evaluation / Review Evaluation Cycle and Job Description

11.05 Review Individual Staff Reassignments / Staffing for 2018-19

Roll call vote – Motion carried 5-0; Yes–Mrs. Ploeckelman, Mr. Elmhorst, Mrs. Hanson, Mrs. Schmitt, Mr. Tesmer; No-None. 7:28 PM

Motion by Mrs. Ploeckelman, seconded by Mr. Elmhorst, to move from closed session and to reconvene in open session as previously announced. Voice vote - motion carried. 8:19 PM

The Board set upcoming meeting dates.

Motion by Mrs. Ploeckelman, seconded by Mrs. Schmitt, to adjourn the meeting. Voice vote - motion carried. Meeting adjourned at 8:22 PM.

Respectfully Submitted:

Kristen Seifert, Reporting Secretary

# OUT-OF-STATE FIELD TRIP

Teacher/Advisor: BRYON GRAUN

Group: 8<sup>th</sup> WASHINGTON DC TRIP

Destination: WASHINGTON DC

Date of Trip: June 7-11, 2018

Purpose of Trip: Learn about our nation's capital, government, and its history while making memories with their classmates.

Number of Students Attending: 24

Number of Adults/Chaperones: 2

District Expenses: ~~45~~ 45 hours of summer school pay for 2 teachers

Non-District Expenses: \$937.00 for each student

Administrative Approval: 



# OUT-OF-STATE FIELD TRIP

Teacher/Advisor: Tamara McClellan / Chris Olson

Group: NJHS / Student Council (Middle School)

Destination: Mall of America (Minnesota)

Date of Trip: May 30, 2018

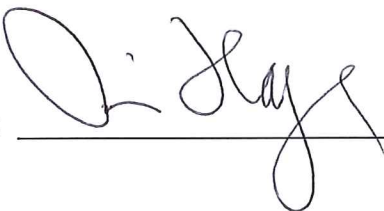
Purpose of Trip: A celebration of the work they have accomplished throughout the year

Number of Students Attending: approx. 50 students

Number of Adults/Chaperones: 2

District Expenses: None

Non-District Expenses: Coach Bus paid by the Clubs

Administrative Approval: 



# 2018 NEW BOARD MEMBER GATHERINGS



REGION	DATE	LOCATION
1	Tues., April 17	Spooner High School Library 801 County Highway A, Spooner
2	Tues., April 17	Three Lakes Jr. and Sr. High School IMC 6930 West School St., Three Lakes
3	Tues., April 17	Green Bay School District Administrative Building 200 South Broadway, Green Bay
4	Tues., April 17	Durand-Arkansaw High School Board Room 604 7th Ave. E, Durand
5	Wed., April 18	Marathon High School Library 204 East St., Marathon City
6	Thurs., April 19	Black River Falls School District 1202 Pierce St., Black River Falls
7	Thurs., April 19	CESA 6 2300 State Highway 44, Oshkosh
8	Tues., April 17	Reedsville High School Library 340 Manitowoc St., Reedsville
9	Thurs., April 19	CESA 3, Large Conference Room 1300 Industrial Dr., Fennimore
10	Wed., April 18	Gerstenkorn Administration Building 305 E. Slifer St., Portage
11	Wed., April 18	Muskego-Norway Educational Services Center (District Office) Board Room S87W18763 Woods Rd., Muskego
12	Thurs, April 19	Stoughton Administrative & Educational Services Center, Staff Development Center 320 North St., Stoughton
13	Wed., April 18	Elkhorn School District Board Room 3 N. Jackson St., Elkhorn
15	Tues., April 17	Pewaukee High School, Room 240 510 Lake St., Pewaukee

**APRIL 2018  
DATES & LOCATIONS VARY  
7-9 PM EACH LOCATION**

Join us for an informal orientation to:

- Discuss essential information for your first board meeting.
- Meet your WASB regional director.
- Network with new and experienced school board members in your WASB region.
- Learn about WASB services that can help you in your new role.

All board members and district administrators welcome. Experienced board members are encouraged to attend with their new board members to offer input and guidance.

**No registration required.**

**Visit [WASB.org](http://WASB.org) for more information.**





Seifert, Kristen &lt;kseifert@colby.k12.wi.us&gt;

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**Fwd: notice**

1 message

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**Penry, Jason** <jpenry@colby.k12.wi.us> Wed, Mar 7, 2018 at 12:21 PM  
To: "Kolden, Steven" <skolden@colby.k12.wi.us>, Sara Uhlig <suahlig@colby.k12.wi.us>, "Seifert, Kristen" <kseifert@colby.k12.wi.us>, "Brooks, Audra" <abrooks@colby.k12.wi.us>  
Cc: Jim Hagen <jhagen@colby.k12.wi.us>

FYI

----- Forwarded message -----

From: **Collins, Michael** <mcollins@colby.k12.wi.us>  
Date: Wed, Mar 7, 2018 at 12:08 PM  
Subject: notice  
To: "Penry, Jason" <jpenry@colby.k12.wi.us>

To whom it my concern, I Michael Collins will officially be retiring on March, 28th 2018 to pursue my volunteer efforts.  
Thanks Mike

--

*"Do not go where the path may lead, go instead where there is no path and leave a trail" - Ralph Waldo Emerson*

Jason Penry, Ed.S.  
Director of Pupil Services / School Psychologist  
715-223-2301 Ext. 1007

# SCHOOL DISTRICT OF COLBY EDUCATION CENTER

Dr. Steven Kolden, Superintendent

**Request To:**  Hire       Transfer       Expand Employment  
(Please check appropriate assignment)

**Purpose:** To request approval for persons who have been transferred to a new position, have current assignment expanded, or tendered employment. In order to insure compliance with federal and state laws, clearance must be obtained from the human resources director prior to the person reporting to work.

Kolb, Allie \_\_\_\_\_ Head MS Swim Coach \_\_\_\_\_  
Employee's Name: Last, First      Position and Building Location

FTE: 1.0      Continuing Position?  Yes       No

(IF no, Start and End Dates) \_\_\_\_\_ through \_\_\_\_\_

Administration     Teacher     Long Term Sub     Instructional Aide     Clerical     Maintenance     Food Service     Coach  
 Other: \_\_\_\_\_

Work schedule for hourly staff (to include scheduled lunch break) \_\_\_\_\_ a.m. To \_\_\_\_\_ p.m.

Desired start date: August 2018 Is this a support staff position?     Yes     No    If yes, please attach work calendar.

Does this position require a substitute?     Yes     No      Work Permit Attached (If Needed)     Yes     No

Indicate all account number(s) and percent of time for each account number to charge wages to (including grant accounts)

Hire Requested by: [Signature] \_\_\_\_\_ 3-16-18 \_\_\_\_\_  
Immediate or Program Supervisor's Signature      Date  
[Signature] \_\_\_\_\_ 3-16-18 \_\_\_\_\_  
Superintendent's Signature      Date

**Reason for position vacancy:**

Resignation

**Date position was vacated:**

Winter 2017

**Number of candidate files:**

1

**Number of candidates after screening:**

1

**Number of candidates interviewed:**

1

**Person vacating position:**

Cassandra Schilling

**Recruitment area:**

Internal

**Person(s) doing screening:**

Monica Tesmer, Jim Hagen

**Person(s) doing interviewing:**

Monica Tesmer, Jim Hagen

**Candidate Biography / Resume & Application Attached**

**Employee needs the following:**

She has all this already

Web Page Access       Email       Phone Extension  
 Student Information System     Lunch Account     FOB/Key

**OFFICE USE ONLY**

SALARY: \_\_\_\_\_

CODE: \_\_\_\_\_

PAYROLL  
 BOOKKEEPER  
 ACCT. PAYABLE

# SCHOOL DISTRICT OF COLBY EDUCATION CENTER

Dr. Steven Kolden, Superintendent

Request To:  Hire  Transfer  Expand Employment

(Please check appropriate assignment)

**Purpose:** To request approval for persons who have been transferred to a new position, have current assignment expanded, or tendered employment. In order to insure compliance with federal and state laws, clearance must be obtained from the human resources director prior to the person reporting to work.

Shalow, Nicole  
Employee's Name: Last, First

Intellectual Disability (ID) Teacher (MS/HS)  
Position and Building Location

FTE: 1.0 Continuing Position?  Yes  No

(If no, Start and End Dates) \_\_\_\_\_ through \_\_\_\_\_

Administration  Teacher  Long Term Sub  Instructional Aide  Clerical  Maintenance  Food Service  Coach  
 Other::

Work schedule for hourly staff (to include scheduled lunch break) \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

Desired start date: 7-1-18 Is this a support staff position?  Yes  No If yes, please attach work calendar.

Does this position require a substitute?  Yes  No Work Permit Attached (If Needed)  Yes  No

Indicate all account number(s) and percent of time for each account number to charge wages to (including grant accounts)

Hire Requested by:

  
\_\_\_\_\_  
Immediate or Program Supervisor's Signature

3-6-18  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Superintendent's Signature

3-9-18  
\_\_\_\_\_  
Date

Reason for position vacancy: Retirement

Person vacating position: Julie Wolf

Date position was vacated: 6-30-18

Recruitment area: Internal Posting

Number of candidate files: 1

Person(s) doing screening: Jason Penry

Number of candidates after screening: 1

Person(s) doing interviewing: Jason Penry

Number of candidates interviewed: 1

Candidate Biography / Resume & Application Attached .

Candidate needs the following:

Web Page Access  Email  Phone Extension

## OFFICE USE ONLY

SALARY:

CODE:

- PAYROLL
- BOOKKEEPER
- ACCT. PAYABLE

705 N. 2ND ST • COLBY, WI 54421-0139  
PHONE 715.223.2301 • FAX 715.223.4539  
SKOLDEN@COLBY.K12.WI.US



**FINANCIAL REPORT**  
**BOARD OF EDUCATION MEETING**  
**March 19, 2018**

**TOTAL REVENUE -**  
February \$ 1,655,427.53

**NICOLET NATIONAL BANK -**  
REFERENDUM APPROVED ACCOUNT 1031 \$92,128.16  
PENSION ACCOUNT 1036 \$3,163.70

**NICOLET NATIONAL BANK -**  
**MANUAL CHECKS** 17-21 \$112,593.28  
MANUAL CHECKS 2298-2305 \$ 30,668.72

**FORWARD FINANCIAL**  
MANUAL CHECKS 274-275 \$ 6,427.56  
REGULAR CHECKS 31895-31810 \$ 9,483.35  
DIRECT DEPOSITS 900069701-900069868 \$ 149,443.58  
WIRE TRANSFERS 201700021-201700022 \$ 41,143.37

**ADVANTAGE BANK-**  
REGULAR CHECKS 75039-75058 \$ 19,095.05  
75059-75061 \$ 234.60  
75062-75079 \$ 17,608.32  
75080-75123 \$ 21,981.93  
75124-75125 \$ 2,969.07  
75126-75135 \$ 8,932.28  
75136 \$ 1,000.00  
75137-75172 \$ 67,859.99

**TOTAL CHECKS TO BE APPROVED \$584,732.96**

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
CASH	FEBRUARY 2018 CASH REPORT	2017-2018	02/28/2018	Batch Entry	Batch

BANK	LINE	NAME/PROJ	DESCRIPTION/REFERENCE	ADDT'L DSC/PAY TYPE	ACCOUNT/QUICK KEY	RECEIPT#	ENTRY DT	DEBIT AMOUNT	CREDIT AMOUNT
BN72	1	JAMES VO000	JAMES G VORLAND & PAMELA VORLAND	VORLAND FAMILY SCHO	72 R 800 291 500000 000	511935	02/07/18	0.00	7,500.00
BN72	2	MARY SIN000	ALLEN & MARY SINGSTOCK	DONATION / VORLAND	72 R 800 291 500000 000	511936	02/07/18	0.00	7,500.00
BNK2	3		COMMUNITY MEMBERS	COMMUNITY ED	80 R 800 271 232200 000	511937	02/12/18	0.00	3,169.00
BNK2	4		PAUL & NINA WRITZ	DONATION	21 R 800 291 500000 941	511938	02/12/18	0.00	25.00
BNK2	5		PAUL AND NINA WRITZ	DONATION	21 R 800 291 500000 941	511939	02/12/18	0.00	25.00
BNK2	6		SCHOOL DISTRICT OF ABBOTSFORD	MFG	10 R 800 341 136000 000	511940	02/12/18	0.00	5,150.63
BNK2	7		COMMUNITY MEMBERS	COMMUNITY ED	80 R 800 271 232200 000	511941	02/06/18	0.00	489.00
BNK2	8		MEYER	ATHLETIC FEE	10 R 800 292 162000 000	511942	02/06/18	0.00	50.00
BNK2	9		STUDENTS	YEARBOOK PURCHASES	10 R 800 279 161000 000	511943	02/12/18	0.00	282.00
BNK2	10		CESA 10	HANDICAPPED AID #1	27 R 800 516 436000 019	511944	02/12/18	0.00	9,130.00
BNK2	11		CITY OF COLBY	MOBILE TAX - JANUAR	10 R 800 213 500000 000	511945	02/12/18	0.00	211.23
BNK2	12		CESA 7	CPR STIPEND	10 R 800 990 500000 000	511946	02/12/18	0.00	100.00
BNK2	13		SHOPKO	DUPLICATE PAYMENT	27 E 400 411 158100 341	511947	02/12/18	0.00	29.88
BNK2	14		BURNETT TRANSIT	PRESS BOX DONATION	21 R 800 291 500000 943	511948	02/12/18	0.00	1,000.00
BNK2	15		EMC	INS REFUND - WC	10 R 800 971 500000 000	511949	02/12/18	0.00	776.00
BNK2	16		CESA 10	DL INSTRUCTION	10 R 800 540 500000 000	511950	02/12/18	0.00	706.02
BNK2	17		WI DPI	TITLE 1 CLAIM - QUA	10 R 800 751 500000 141	511951	02/12/18	0.00	76,412.36
BNK2	18		WI DPI	SPED AID	27 R 800 611 150000 000	511952	02/20/18	0.00	54,812.00



BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
CASH	FEBRUARY 2018 CASH REPORT	2017-2018	02/28/2018	Batch Entry	Batch

BANK	LINE	NAME/PROJ	DESCRIPTION/REFERENCE	ADDT'L DSC/PAY TYPE	ACCOUNT/QUICK KEY	RECEIPT#	ENTRY DT	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED									
BNK2	19		WI DPI	SAGE/AGR	10 R 800 650 500000 332	511953	02/20/18	0.00	132,557.00
				EFT					
BNK2	20		WI DPI	COMMODITY CHARGE	50 E 800 387 257220 000	511954	02/12/18	1,639.34	0.00
				EFT					
BNK2	21		WI DPI	BREAKFAST CLAIM	50 R 800 717 257225 000	511954	02/12/18	0.00	6,166.77
				EFT					
BNK2	22		WI DPI	LUNCH CLAIM	50 R 800 717 257220 000	511954	02/12/18	0.00	22,987.76
				EFT					
BNK2	23		WI DPI	SNACK CLAIM	50 R 800 717 257250 000	511955	02/12/18	0.00	139.92
				EFT					
BNK2	24		WI DPI	SCHOOLWIDE CLAIM	10 R 800 730 500000 341	511956	02/12/18	0.00	9,307.63
				EFT					
BNK3	25		TOWN OF GREEN GROVE	TAXES	39 R 800 211 500000 000	511959	02/16/18	0.00	57,402.19
				CHECK 13003					
BNK3	26		TOWN OF HULL	TAXES	39 R 800 211 500000 000	511960	02/16/18	0.00	173,437.05
				CHECK 13255					
BNK3	27		CITY OF COLBY	TAXES	39 R 800 211 500000 000	511961	02/16/18	0.00	194,041.29
				CHECK 15745					
BNK3	28		TOWN OF COLBY	TAXES	39 R 800 211 500000 000	511962	02/16/18	0.00	143,996.28
				CHECK 10391					
BNK3	29		TOWN OF BRIGHTON	TAXES	39 R 800 211 500000 000	511963	02/16/18	0.00	58,586.33
				CHECK 12029					
BN72	30		ABBY BANK	SCHOLARSHIP DONATIO	72 R 800 291 420000 000	511964	02/16/18	0.00	500.00
				CHECK 64896					
BNK3	31		TOWN OF HOLTON	TAXES	39 R 800 211 500000 000	511965	02/20/18	0.00	104,883.84
				CHECK 1584					
BNK3	32		TOWNSHIP OF UNITY	TAXES	39 R 800 211 500000 000	511966	02/20/18	0.00	113,948.64
				CHECK 7203					
BNK3	33		CITY OF ABBOTSFORD	TAXES	39 R 800 211 500000 000	511967	02/20/18	0.00	18,999.04
				CHECK 9242					
BNK3	34		VILLAGE OF DORCHESTER	TAXES	39 R 800 211 500000 000	511968	02/20/18	0.00	148,864.82
				CHECK 9375					
BNK3	35		TOWN OF FRANKFORT	TAXES	39 R 800 211 500000 000	511969	02/20/18	0.00	52,828.87
				CHECK 18650					
BNK2	36		KELLOGGS	REBATE	50 R 800 259 257220 000	511970	02/20/18	0.00	16.00
				CHECK 440325550					

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
CASH	FEBRUARY 2018 CASH REPORT	2017-2018	02/28/2018	Batch Entry	Batch

BANK	LINE	NAME/PROJ	DESCRIPTION/REFERENCE	ADDT'L DSC/PAY TYPE	ACCOUNT/QUICK KEY	RECEIPT#	ENTRY DT	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED									
BNK2	37		SCHOOL DISTRICT OF SPENCER	MFG 50% CHECK 76513	10 R 800 341 136000 000	511971	02/20/18	0.00	1,471.61
BNK2	38		SCHOOL DISTRICT OF SPENCER	LMC SERVICES CHECK 76513	10 R 800 349 222000 000	511971	02/20/18	0.00	7,984.50
BNK2	39		NTC	YA CHECK 220020	10 R 800 515 500000 000	511972	02/20/18	0.00	2,210.00
BNK2	40		COLBY PT CLUB	FOOD SERVICE PURCHA CHECK 1324	50 R 800 259 257250 000	511973	02/20/18	0.00	58.00
BNK2	41		STUDENTS	COURSE FEES OTHER TYPE	10 R 800 292 121000 000	511974	02/20/18	0.00	120.00
BNK2	42		STUDENTS	LIFETIME SPORTS OTHER TYPE	10 R 800 292 143000 000	511974	02/20/18	0.00	450.00
BNK2	43		STUDENTS	COURSE FEES OTHER TYPE	10 R 800 292 136000 000	511974	02/20/18	0.00	160.00
BNK2	44		STUDENT (SAZAMA)	ATHLETIC FEE CHECK 2397	10 R 800 292 162000 000	511975	02/20/18	0.00	50.00
BNK2	45		WI DEPT OF REVENUE	REFUND OF OVERPAYME CHECK	27 L 000 000 811613 000	511976	02/20/18	0.00	320.87
BNK3	46		VILLAGE OF UNITY	TAXES CHECK 16500	39 R 800 211 500000 000	511977	02/22/18	0.00	848.65
BNK2	47		VILLAGE OF UNITY	TAXES CHECK 16500	10 R 800 211 500000 000	511977	02/22/18	0.00	25,367.65
BNK2	48		TOWN OF MAYVILLE	TAXES CHECK 0954	10 R 800 211 500000 000	511978	02/22/18	0.00	112,116.51
BNK2	49		VILLAGE OF UNITY	TAXES CHECK 16503	10 R 800 211 500000 000	511979	02/22/18	0.00	11,601.98
BNK2	50		KRISTEN SEIFERT	PURCHASE OF IPAD CHECK 2299	10 R 800 264 500000 000	511980	02/22/18	0.00	200.00
BNK2	51		ADMISSIONS	GBB PLAYOFF - FRIDA CASH	10 R 800 271 162000 000	511981	02/26/18	0.00	1,943.00
BNK2	52		ADMISSIONS	GBB / SATURDAY CASH	10 R 800 271 162000 000	511982	02/26/18	0.00	2,882.00
BNK2	53		KILTY	DAMAGED TABLE CHECK 5884	10 R 800 297 500000 000	511983	02/28/18	0.00	50.00
BNK2	54		STUDENTS	ATHLETIC FEES OTHER TYPE	10 R 800 292 162000 000	511984	02/28/18	0.00	150.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS				
CASH	FEBRUARY 2018 CASH REPORT	2017-2018	02/28/2018	Batch Entry	Batch				
BANK	LINE	NAME/PROJ	DESCRIPTION/REFERENCE	ADDT'L DSC/PAY TYPE	ACCOUNT/QUICK KEY	RECEIPT#	ENTRY DT	DEBIT AMOUNT	CREDIT AMOUNT
			. . . CONTINUED						
BNK2	55		STUDENTS	ACT PREP FEE	10 R 800 292 500000 000	511985	02/28/18	0.00	70.00
				CASH					
BNK2	56		STUDENTS	ACT PREP FEES	10 R 800 292 500000 000	511986	02/28/18	0.00	170.00
				CHECK					
BNK2	57		SCHMITT	ACT PREP FEE	10 R 800 292 500000 000	511987	02/28/18	0.00	36.00
				CHECK 6957					
BNK2	58		CALEB MUEHLBAUER	DRIVERS EDUCATION	10 R 800 292 145000 000	511988	02/28/18	0.00	100.00
				CASH					
BNK1	59		FORWARD BANK	INTEREST	10 R 800 280 500000 000	511989	02/28/18	0.00	40.03
				OTHER TYPE					
BNK0	60		ADVANTAGE COMMUNITY BANK	INTEREST	10 R 800 280 500000 000	511990	02/28/18	0.00	17.51
				OTHER TYPE					
BN49	61		NICOLET NATIONAL BANK	INTEREST	49 R 800 280 500000 606	511991	02/28/18	0.00	150.78
				OTHER TYPE					
BNK2	62		NICOLET NATIONAL BANK	INTEREST	10 R 800 280 500000 000	511992	02/28/18	0.00	485.03
				OTHER TYPE					
BNK8	63		NICOLET NATIONAL BANK	INTEREST	10 R 800 280 500000 000	511993	02/28/18	0.00	0.01
				OTHER TYPE					
BN72	64		NICOLET NATIONAL BANK	INTEREST	72 R 800 280 420000 000	511996	02/28/18	0.00	10.65
				OTHER TYPE					
BN46	65		NICOLET NATIONAL BANK	INTEREST	46 R 800 280 500000 000	511997	02/28/18	0.00	0.02
				OTHER TYPE					
BNK2	66		STUDENTS	LUNCH MONEY	50 R 800 251 257220 000	511998	02/28/18	0.00	5,412.67
				CASH					
BNK2	67		MILK MONEY		50 R 800 251 257250 000	511999	02/28/18	0.00	42.50
				OTHER TYPE					
BNK2	68		STUDENTS	LUNCH MONEY	50 R 800 251 257220 000	512000	02/28/18	0.00	11,416.05
				OTHER TYPE					
BNK2	69		VANCO	ONLINE FOOD SERVICE	50 R 800 251 257220 000	512001	02/28/18	0.00	1,209.00
				EFT					
BNK2	70		VANCO	FEES/NET	50 R 800 990 257220 000	512001	02/28/18	0.00	4.20
				EFT					
BNK2	71		WI DPI	FLOW THROUGH 2ND QU	27 R 800 730 150000 341	512002	02/26/18	0.00	59,012.54
				EFT					
BNK3	72		NICOLET NAT BANK	INTEREST	39 R 800 280 281000 000	511994	02/28/18	0.00	90.32
				OTHER TYPE					

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
CASH	FEBRUARY 2018 CASH REPORT	2017-2018	02/28/2018	Batch Entry	Batch

BANK	LINE	NAME/PROJ	DESCRIPTION/REFERENCE	ADD'L DSC/PAY TYPE	ACCOUNT/QUICK KEY	RECEIPT#	ENTRY DT	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED									
BNK5	73		NICOLET BANK	INTEREST	10 R 800 280 500000 000	512003	02/28/18	0.00	49.30
				OTHER TYPE					
								CASH TOTAL	10,896.67
								CHECK TOTAL	1,265,644.88
								EFT TOTAL	362,609.18
								OTHER TYPE TOTAL	13,182.20
								TOTALS FOR BATCH	1,639.34
								BATCH TOTAL DIFFERENCE	-1,650,693.59
								CASH GRAND TOTAL	10,896.67
								CHECK GRAND TOTAL	1,265,644.88
								EFT GRAND TOTAL	362,609.18
								OTHER TYPE GRAND TOTAL	13,182.20
								73 LINE ENTRIES FOR 1 BATCH GRAND TOTALS	1,639.34
								GRAND TOTAL DIFFERENCE	-1,650,693.59

\*\*\*\*\* End of report \*\*\*\*\*

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
ADM	ADM - BANK STATEMENT JAN 2018	2017-2018	01/31/2018	Batch Entry	Batch

BANK	LINE	NAME/PROJ	DESCRIPTION/REFERENCE	ADDT'L DSC/PAY TYPE	ACCOUNT/QUICK KEY	RECEIPT#	ENTRY DT	DEBIT AMOUNT	CREDIT AMOUNT
B149	1		ADM		INTEREST - PER BANK 49 R 800 280 500000 606	511958	01/31/18	0.00	3,094.60
					OTHER TYPE				
					OTHER TYPE GRAND TOTAL			0.00	3,094.60
					1 LINE ENTRY FOR 1 BATCH			0.00	3,094.60
					GRAND TOTAL DIFFERENCE			0.00	-3,094.60

\*\*\*\*\* End of report \*\*\*\*\*

**MARCH 2018 BOARD REPORT**

**FORWARD FINANCIAL:**

**MANUAL CHECKS: 274-275 = \$6427.56**  
**WIRE TRANSFERS: 201700021-22 = \$41,143.37**  
**DIRECT DEPOSITS: 900069701-900069868 = \$149,443.58**  
**REGULAR CHECKS: 31895-31810 = \$9483.35**

**NICOLET NATIONAL BANK:**

**MANUAL CHECKS: 17-21 = \$112,593.28**  
**MANUAL CHECKS: 2298-2305 = \$30,668.72**  
**PENSION ACCOUNT: 1036 = \$3163.70**  
**CAPTIAL PROJECT FUND: 1031 = \$92,128.16**

**FORWARD FINANCIAL:**

**MANUAL CHECKS: \$6427.56**

274	AMERICAN FUNDS SERVICE COMPANY	M	3/5/2018	\$2,408.76
275	GREAT WEST	M	2/16/2018	\$4,018.80

**WIRE TRANSFERS: \$41,143.37**

201700021	WISCONSIN RETIREMENT SYSTEM	W	2/28/2018	\$20,767.93
201700022	WISCONSIN RETIREMENT SYSTEM	W	2/28/2018	\$20,375.44

**DIRECT DEPOSITS:**

900069701-900069868 = \$149,443.58

**REGULAR CHECKS: \$9483.35**

31895	IDEA FOUNDATION OF COLBY, INC	R	2/16/2018	\$70.00
31896	WI SUPPORT COLLECTIONS FUND	R	2/16/2018	\$511.38
31897	AMERIPRISE FINANCIAL SERVICES	R	2/23/2018	\$975.00
31898	THRIVENT FINANCIAL	R	2/23/2018	\$2,325.00
31899	WEA MEMBER BENEFITS	C	2/23/2018	\$0.00
31900	WEA MEMBER BENEFITS	R	2/23/2018	\$3,500.00
31901	PAYROLL CHECK	R	3/2/2018	\$162.54
31902	PAYROLL CHECK	R	3/2/2018	\$105.28
31903	PAYROLL CHECK	R	3/2/2018	\$78.96
31904	PAYROLL CHECK	R	3/2/2018	\$87.73
31905	PAYROLL CHECK	R	3/2/2018	\$57.02
31906	PAYROLL CHECK	R	3/2/2018	\$65.80
31907	PAYROLL CHECK	R	3/2/2018	\$65.80
31908	PAYROLL CHECK	R	3/2/2018	\$753.58
31909	PAYROLL CHECK	R	3/2/2018	\$213.88
31910	WI SUPPORT COLLECTIONS FUND	R	3/2/2018	\$511.38

**NICOLET NATIONAL BANK:**

**BANK 2: MANUAL CHECKS: \$112,593.28**

17	NICOLET NATIONAL BANK	M	2/2/2018	\$46,726.92
18	NICOLET NATIONAL BANK	M	2/16/2018	\$45,780.90
19	WI DEPT OF REVENUE	M	2/2/2018	\$8,609.92
20	WI DEPT OF REVENUE	M	2/16/2018	\$8,534.16
21	WEA TRUST ADVANTAGE	M	2/16/2018	\$2,941.38

**BANK 5: MANUAL CHECKS: \$30,668.72**

2298	WEA TRUST ADVANTAGE	M	2/2/2018	\$2,941.38
2299	EMPLOYEE BENEFITS CORPORATION	M	2/2/2018	\$1,627.37
2300	EMPLOYEE BENEFITS CORPORATION	M	2/16/2018	\$1,627.37
2301	EMPLOYEE BENEFITS CORPORATION	M	2/28/2018	\$97.50
2302	EMPLOYEE BENEFITS CORPORATION	M	2/1/2018	\$3,534.90
2303	EMPLOYEE BENEFITS CORPORATION	M	2/8/2018	\$4,325.59
2304	EMPLOYEE BENEFITS CORPORATION	M	2/15/2018	\$7,794.45
2305	EMPLOYEE BENEFITS CORPORATION	M	2/22/2018	\$8,720.16

**PENSION ACCOUNT: \$3163.70**

1036	VOYA FINANCIAL	R	2/19/2018	\$3,163.70
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**CAPITAL PROJECTS FUND: \$92,128.16**

1031	MIRON CONSTRUCTION CO.,INC.	R	2/20/2018	\$92,128.16
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Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
75039	CHAD AUSTIN	02/22/2018	OFFICIAL	GIRLS VARSITY BASKETBALL 02/23/18	0	101.90	101.90
10 E 400 310 162105 000				GENERAL FUND/GIRLS BASKETBALL/PERSONAL SERVICES		101.90	
75040	DELTA DENTAL OF WISCONSIN	02/22/2018	1132592	GROUP: 09713/DENTAL PREMIUM - MARCH 2018	0	10,341.84	10,341.84
10 L 000 000 811632 000				GENERAL FUND/DENTAL INS.		10,341.84	
75041	LOUIS ARTHUR EISENMAN	02/22/2018	OFFICIAL	BOYS VARSITY BASKETBALL 02/22/18	0	90.00	90.00
10 E 400 310 162205 000				GENERAL FUND/BOYS BASKETBALL/PERSONAL SERVICES		90.00	
75042	BRYON GRAUN	02/22/2018	REIMBURSEMENT	HOTEL AND GAS	0	237.10	237.10
10 E 800 342 221300 916				GENERAL FUND/INST. STAFF SERV. - TRAINING/EMPLOYEE TRAV		237.10	
75043	HSU GROWING SUPPLY	02/22/2018	SO # 1773	91130 - BM1 3.0 BAGS ALL PURPOSE MIX 54/PAL 2017.	4011718206	89.04	89.04
10 E 400 411 131000 000				GENERAL FUND/AGRICULTURE/GENERAL SUPPLIES		89.04	
75044	IROW	02/22/2018	273441	CONFIDENTIAL SHREDDING SERVICE	0	40.00	40.00
10 E 800 320 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE		40.00	
75045	PAUL JAGLINSKI	02/22/2018	OFFICIAL	BOYS VARSITY BASKETBALL 02/22/18	0	90.00	90.00
10 E 400 310 162205 000				GENERAL FUND/BOYS BASKETBALL/PERSONAL SERVICES		90.00	
75046	JOSH OR DIANA JOREN	02/22/2018	OCT-DEC 2017	ACA MILEAGE - 518 MILES	0	165.76	165.76
10 E 800 341 256730 000				GENERAL FUND/PARENT TRANSPORTATION/PUPIL TRAVEL		165.76	
75047	KURT OR HEATHER KULAS	02/22/2018	JANUARY 2018	ACA MILEAGE - 102 MILES	0	32.64	32.64
10 E 800 341 256730 000				GENERAL FUND/PARENT TRANSPORTATION/PUPIL TRAVEL		32.64	
75048	MICHAEL LINDAU	02/22/2018	OFFICIAL	GIRLS VARSITY BASKETBALL 02/23/18	0	65.00	65.00
10 E 400 310 162105 000				GENERAL FUND/GIRLS BASKETBALL/PERSONAL SERVICES		65.00	
75049	JENNIFER PETERSON	02/22/2018	REIMBURSEMENT	PARKING AND GAS	0	68.22	68.22
10 E 100 342 221300 000				GENERAL FUND/INST. STAFF SERV. - TRAINING/EMPLOYEE TRAV		68.22	
75050	PROGRESSIVE TRAVEL, INC.	02/22/2018	SHOWCHOIR	SCHOOL BUS COST/	0	1,646.56	3,446.20

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 800 341 256742 000				LIBERTY HS IOWA GENERAL FUND/CO-CURRICULAR PUPIL TRANSPORTA/PUPIL TRAVE		1,646.56	
				SHOWCHOIR. SCHOOL BUS COST/ VAN HORNE IA	0	1,799.64	
10 E 800 341 256742 000				GENERAL FUND/CO-CURRICULAR PUPIL TRANSPORTA/PUPIL TRAVE		1,799.64	
75051 TREY RAU		02/22/2018	OFFICIAL	BOYS C-TEAM BASKETBALL 02/22/18	0	47.00	47.00
10 E 400 310 162205 000				GENERAL FUND/BOYS BASKETBALL/PERSONAL SERVICES		47.00	
75052 Vendor Continued Void		02/22/2018					0.00
75053 Vendor Continued Void		02/22/2018					0.00
75054 RCU CARDHOLDER SERVICES		02/22/2018	24110398005556839800	WSCA MEMBERSHIP - WOZNIAK	0	70.00	3,935.35
10 E 200 940 213000 000				GENERAL FUND/PUPIL SERVICES - GUIDANCE/DUES & FEES		70.00	
				24207858010324800432 2018 WSRA CONVENTION - PETERSON	0	380.00	
10 E 100 310 221300 000				GENERAL FUND/INST. STAFF SERV. - TRAINING/PERSONAL SERV		380.00	
				24431068016083354335 HP LAPTOP BATTERIES	0	26.99	
10 E 800 411 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/GENERAL SUPPLIES		26.99	
				244310680180060254 HILTON - BOE CONVENTION	0	185.00	
10 E 800 342 231100 000				GENERAL FUND/BOARD OF EDUCATION/EMPLOYEE TRAVEL & EXP.		185.00	
				2443106801800602546 HILTON - BOE CONVENTION	0	215.00	
10 E 800 342 231100 000				GENERAL FUND/BOARD OF EDUCATION/EMPLOYEE TRAVEL & EXP.		215.00	
				24431068018006025464 HILTON - BOE CONVENTION	0	215.00	
10 E 800 342 231100 000				GENERAL FUND/BOARD OF EDUCATION/EMPLOYEE TRAVEL & EXP.		215.00	
				24431068018083357060 The Bantam New College Spanish and English Dictionary	4011718187	59.90	
10 E 800 411 171000 391				GENERAL FUND/CULTURAL/SOCIALLY DISADVANTAGE/GENERAL SUP		59.90	
				24431068019006025501 HILTON - BOE CONVENTION	0	480.00	
10 E 800 342 231100 000				GENERAL FUND/BOARD OF EDUCATION/EMPLOYEE TRAVEL & EXP.		480.00	
				24431068022006025499 HILTON - BOE	0	385.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 800 342 231100 000				CONVENTION GENERAL FUND/BOARD OF EDUCATION/EMPLOYEE TRAVEL & EXP.		385.00	
			24431068022006025504	HILTON - BOE	0	505.00	
10 E 800 342 231100 000				CONVENTION GENERAL FUND/BOARD OF EDUCATION/EMPLOYEE TRAVEL & EXP.		505.00	
			24431068022006025514	HILTON - BOE	0	240.00	
10 E 800 342 231100 000				CONVENTION GENERAL FUND/BOARD OF EDUCATION/EMPLOYEE TRAVEL & EXP.		240.00	
			24431068023083358970	HP ELITEBOOK LAPTOP BATTERY	0	53.98	
10 E 800 411 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/GENERAL SUPPLIES		53.98	
			24431068027087371362	SAFETY GOGGLES	2021718002	16.95	
10 E 200 411 126000 000				GENERAL FUND/SCIENCE/GENERAL SUPPLIES		16.95	
			24431068030833556848	SUPPLIES - DISC AT MARSH BK	1011718015	306.97	
10 E 800 411 120000 000				GENERAL FUND/REGULAR CURRICULUM/GENERAL SUPPLIES		306.97	
			24445008011000960838	USPS - RECORDS	0	8.50	
27 E 800 353 263300 341				SPECIAL EDUC./PUBLIC INFORMATION/POSTAGE		8.50	
			24492158005894471829	ebay	4011718030	7.98	
10 E 400 440 126000 000				GENERAL FUND/SCIENCE/NON-CAPITAL EQUIPMENT		7.98	
			24692168011005119378	DELL BATTERIES	0	43.70	
10 E 800 411 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/GENERAL SUPPLIES		43.70	
			24692168019100272584	BUSINESSWEEK RENEWAL	0	50.00	
10 E 400 434 132000 000				GENERAL FUND/BUSINESS EDUCATION/PERIODICALS		50.00	
			24692168022100873445	HP ELITEBOOK LAPTOP BATTERY	0	26.99	
10 E 800 411 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/GENERAL SUPPLIES		26.99	
			24692168022100892320	HP ELITEBOOK LAPTOP BATTERY	0	26.99	
10 E 800 411 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/GENERAL SUPPLIES		26.99	
			24692168024100753899	BASC-3 Q-GLOBAL DIGITAL ADMINISTRATION AND INTERPRETIVE SUMMARY REPORT	0	77.50	
27 E 800 480 223300 341				SPECIAL EDUC./EEN DIRECTOR/NON-INSTRUCT COMPUTER SOFTWA		77.50	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount	
10 E 200 411 126000 000			24692168027100353563	SAFETY GOGGLES	2021718002	33.90		
				GENERAL FUND/SCIENCE/GENERAL SUPPLIES		33.90		
10 E 800 310 232100 000			24717058004160044162	DOJ BACKGROUND CHECK	0	7.00		
				GENERAL FUND/OFFICE OF SUPERINTENDENT/PERSONAL SERVICES		7.00		
10 E 800 310 232100 000			24717058018160182458	DOJ BACKGROUND CHECK	0	7.00		
				GENERAL FUND/OFFICE OF SUPERINTENDENT/PERSONAL SERVICES		7.00		
10 E 800 310 232100 000			24717058026160269485	DOJ BACKGROUND CHECK	0	7.00		
				GENERAL FUND/OFFICE OF SUPERINTENDENT/PERSONAL SERVICES		7.00		
10 E 800 310 221300 916			24721938010900019297	GLAZIER CLINICS - HAGEN	0	299.00		
				GENERAL FUND/INST. STAFF SERV. - TRAINING/PERSONAL SERV		299.00		
10 E 400 940 162210 000			24960641080170497257	Coaching staff membership to Wisconsin Football Coaches Association	8010171806	200.00		
				GENERAL FUND/FOOTBALL/DUES & FEES		200.00		
75055 GREGG SCOTT		02/22/2018	OFFICIAL	BOYS VARSITY BASKETBALL	0	90.00	90.00	
10 E 400 310 162205 000				GENERAL FUND/BOYS BASKETBALL/PERSONAL SERVICES		90.00		
75056 DAVID VAARA		02/22/2018	OFFICIAL	GIRLS VARSITY BASKETBALL	0	65.00	65.00	
10 E 400 310 162105 000				GENERAL FUND/GIRLS BASKETBALL/PERSONAL SERVICES		65.00		
75057 WTEA		02/22/2018	conference	2018 CONFERENCE REGISTRATION - MEGHAN WALTERS	0	150.00	150.00	
10 E 400 310 221300 000				GENERAL FUND/INST. STAFF SERV. - TRAINING/PERSONAL SERV		150.00		
75058 SAM ZIER		02/22/2018	OFFICIAL	BOYS C-TEAM BASKETBALL	0	40.00	40.00	
10 E 400 310 162205 000				GENERAL FUND/BOYS BASKETBALL/PERSONAL SERVICES		40.00		
						20 Computer	Check(s) For a Total of	19,095.05

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
75059	MICHAEL MURPHY	02/23/2018	OFFICIAL	GIRLS VARSITY BASKETBALL 02/24/18	0	84.80	84.80
10 E 400 310 162105 000				GENERAL FUND/GIRLS BASKETBALL/PERSONAL SERVICES		84.80	
75060	JON PAYNE	02/23/2018	OFFICIAL	GIRLS VARSITY BASKETBALL 02/24/18	0	65.00	65.00
10 E 400 310 162105 000				GENERAL FUND/GIRLS BASKETBALL/PERSONAL SERVICES		65.00	
75061	DARYL PRIES	02/23/2018	OFFICIAL	GIRLS VARSITY BASKETBALL 02/24/18	0	84.80	84.80
10 E 400 310 162105 000				GENERAL FUND/GIRLS BASKETBALL/PERSONAL SERVICES		84.80	
			3	Computer	Check(s) For a Total of		234.60

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
75062	4-H LEADERS FEDERATION	03/01/2018	PLATBOOK	2017-2018 - HS - 432 - Various Vendors	2001718067	50.00	90.00
10 E 400 432 222200 000			GENERAL FUND/LMC - INST	SERVICE/LIBRARY BOOKS		50.00	
			PLATBOOK	2017-2018 - MS - 432 - Various Vendors	2001718058	40.00	
10 E 200 432 222200 000			GENERAL FUND/LMC - INST	SERVICE/LIBRARY BOOKS		40.00	
75063	ABBYBANK	03/01/2018	PLATBOOK	2017-2018 - HS - 432 - Various Vendors	2001718067	50.00	90.00
10 E 400 432 222200 000			GENERAL FUND/LMC - INST	SERVICE/LIBRARY BOOKS		50.00	
			PLAT BOOK	2017-2018 - MS - 432 - Various Vendors	2001718058	40.00	
10 E 200 432 222200 000			GENERAL FUND/LMC - INST	SERVICE/LIBRARY BOOKS		40.00	
75064	LENA BAUMGARTNER	03/01/2018	REIMBURSEMENT	COMMUNITY EDUCATION REIMBURSEMENT	0	35.00	35.00
80 R 800 271 232200 000			COMMUNITY SERVICE FUND/COMMUNITY RELATIONS/ADMISSIONS			35.00	
75065	AL BECKER	03/01/2018	REIMBURSEMENT	COMMUNITY EDUCATION REIMBURSEMENT	0	20.00	20.00
80 R 800 271 232200 000			COMMUNITY SERVICE FUND/COMMUNITY RELATIONS/ADMISSIONS			20.00	
75066	NANCY BECKER	03/01/2018	JANUARY 2018	MILEAGE SPENCER - COLBY 96 MILES	0	52.32	52.32
10 E 400 342 222200 000			GENERAL FUND/LMC - INST	SERVICE/EMPLOYEE TRAVEL & EXP.		52.32	
75067	CHARTER COMMUNICATIONS	03/01/2018	0022996021118	ACCOUNT # 8245 11 795 0022996	0	118.48	118.48
10 E 800 358 266000 000			GENERAL FUND/TECHNOLOGY	COORD/PROJECTS/ON-LINE COMMUNIC		118.48	
75068	KAYTRINA FRIEDLI	03/01/2018	reimbursement	Student community outings to fulfill IEP objectives in the following areas : Lifeskills, Reading Fluency through daily activities, Math objectives (money Skills), Social Skills Objectives	6021718049	56.00	56.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount	
				and Behavior Objectives \$7.00 per student X 11 students= \$77.00 per month X 9 months = \$693.00				
27 E 200 411 158100 341				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/GENERAL SUPP		56.00		
75069 K & B REFRIGERATION SERVICE		03/01/2018	25575	ADD FREON TO WALK-IN COOLER	0	149.00	149.00	
50 E 800 320 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/PROPERTY S		149.00		
75070 LEARNING SEED LLC		03/01/2018	85658	Carl Perkins POS=FACS FACS DVDs for Sarah Oehmichen	4011718191	317.79	317.79	
10 E 800 411 139000 401				GENERAL FUND/OTHER VOC.EMPLOYABILITY SKILLS/GENERAL SUP		317.79		
75071 MISSISSIPPI WELDERS SUPPLY CO		03/01/2018	2635917	POWERMAX REPAIR	0	1,929.67	1,929.67	
10 E 400 440 136000 000				GENERAL FUND/TECH ED/NON-CAPITAL EQUIPMENT		1,929.67		
75072 EMILY MUELLER		03/01/2018	JUDGE	Sub-District Judge	4011718202	75.00	75.00	
10 E 800 310 161339 000				GENERAL FUND/FORENSICS/PERSONAL SERVICES		75.00		
75073 SHELL		03/01/2018	79387155802	079 387 155 - GAS CHARGES	0	229.78	257.32	
10 E 800 348 161333 000				GENERAL FUND/VOC.INDUSTRIAL CLUBS OF AM./VEHICLE FUEL		25.59		
10 E 800 348 221300 916				GENERAL FUND/INST. STAFF SERV. - TRAINING/VEHICLE FUEL		43.79		
10 E 800 348 161311 000				GENERAL FUND/FUTURE FARMERS OF AMERICA/VEHICLE FUEL		70.99		
27 E 400 348 158100 341				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/VEHICLE FUEL		16.46		
27 E 800 348 221300 341				SPECIAL EDUC./INST. STAFF SERV. - TRAINING/VEHICLE FUEL		25.23		
10 E 400 348 162308 000				GENERAL FUND/BOYS/GIRLS XC/VEHICLE FUEL		40.05		
10 E 800 348 171000 391				GENERAL FUND/CULTURAL/SOCIALLY DISADVANTAGE/VEHICLE FUE		7.67		
				TEACH	TEACH GRANT TO CESA 10 - GOOGLE	0	12.84	
10 E 800 348 221300 000				GENERAL FUND/INST. STAFF SERV. - TRAINING/VEHICLE FUEL		12.84		
				TEACH.	TEACH GRANT TO CESA 10 - GOOGLE	0	14.70	
10 E 800 348 221300 000				GENERAL FUND/INST. STAFF SERV. - TRAINING/VEHICLE FUEL		14.70		
75074 TAYLOR CREDIT UNION		03/01/2018	PLATBOOK	2017-2018 - HS - 432 - Various Vendors	2001718067	35.00	70.00	
10 E 400 432 222200 000				GENERAL FUND/LMC - INST SERVICE/LIBRARY BOOKS		35.00		
				PLATBOOK	2017-2018 - MS - 432 - Various	2001718058	35.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
Vendors							
10 E 200 432 222200 000				GENERAL FUND/LMC - INST SERVICE/LIBRARY BOOKS		35.00	
75075 WE ENGERGIES		03/01/2018	ADAMS STREET	01/16/18-02/14/18	0	112.32	12,572.89
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		112.32	
				ELEMENTARY SCHOOL	01/16/18-02/14/18	0	2,027.90
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		2,027.90	
				GREENHOUSE	01/16/18-02/14/18	0	417.66
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		417.66	
				HIGH SCHOOL BACK	01/16/18-02/14/18	0	6,237.51
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		6,237.51	
				HIGH SCHOOL FRONT	01/16/18-02/14/18	0	3,766.17
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		3,766.17	
				MIDDLE SCHOOL	01/16/18-02/14/18	0	11.33
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		11.33	
75076 WHSFA STATE OFFICE		03/01/2018	1104	ADJUDICATOR	4011718201	38.00	38.00
				TRAINING			
10 E 800 411 161339 000				GENERAL FUND/FORENSICS/GENERAL SUPPLIES		38.00	
75077 WIL-KIL PEST CONTROL CORP		03/01/2018	3319398	MONTHLY SERVICES	0	39.50	77.50
				- HIGH SCHOOL			
10 E 800 320 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE		39.50	
			3320806	MONTHLY SERVICES	0	38.00	
				- MIDDLE SCHOOL			
10 E 800 320 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE		38.00	
75078 WISCONSIN SCHOOL MUSIC ASSN.		03/01/2018	129251	DIST S/E CHOIR	0	630.70	1,611.65
				FEEES HS			
10 E 200 940 125400 000				GENERAL FUND/VOCAL MUSIC/DUES & FEES		630.70	
			129252	DIST S/E BAND	0	350.00	
				FEEES - MS			
10 E 200 940 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/DUES & FEES		350.00	
			129251	DIST S/E BAND	4011718102	130.45	
				FEEES MS			
10 E 400 940 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/DUES & FEES		130.45	
			129252	2017-2018 MS	4011718117	500.50	
				CHOIR: WSMA DUES			
10 E 200 940 125400 000				GENERAL FUND/VOCAL MUSIC/DUES & FEES		500.50	
75079 XCEL ENERGY		03/01/2018	HIGH SCHOOL	01/15/18-02/14/18	0	48.30	48.30



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 800 336 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T		48.30	

18	Computer	Check(s) For a Total of	17,608.92
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Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
75080	4-H LEADERS FEDERATION	03/02/2018	PLATBOOK	2017-2018 - HS - 432 - Various Vendors	2001718067	33.75	67.50
10 E 400 432 222200 000			GENERAL FUND/LMC - INST	SERVICE/LIBRARY BOOKS		33.75	
			PLATBOOK	2017-2018 - MS - 432 - Various Vendors	2001718058	33.75	
10 E 200 432 222200 000			GENERAL FUND/LMC - INST	SERVICE/LIBRARY BOOKS		33.75	
75081	ABBYBANK	03/02/2018	PLATBOOK	2017-2018 - HS - 432 - Various Vendors	2001718067	40.00	80.00
10 E 400 432 222200 000			GENERAL FUND/LMC - INST	SERVICE/LIBRARY BOOKS		40.00	
			PLATBOOK	2017-2018 - MS - 432 - Various Vendors	2001718058	40.00	
10 E 200 432 222200 000			GENERAL FUND/LMC - INST	SERVICE/LIBRARY BOOKS		40.00	
75082	AMERICAN WELDING & GAS INC	03/02/2018	05343289	GASES CYLINDER RENTAL	0	365.39	165.42
10 E 800 411 253300 000			GENERAL FUND/OPERATION OF	BUILDINGS/GENERAL SUPPLIES		365.39	
			05343604	CYLINDER RENTAL	0	45.81	
10 E 800 411 253300 000			GENERAL FUND/OPERATION OF	BUILDINGS/GENERAL SUPPLIES		45.81	
			05357846	CARBON DIOXIDE - POOL	0	156.41	
10 E 800 411 253300 000			GENERAL FUND/OPERATION OF	BUILDINGS/GENERAL SUPPLIES		156.41	
			05374246	CREDIT MEMO	0	-338.00	
10 E 400 411 136000 000			GENERAL FUND/TECH ED/GENERAL	SUPPLIES		-338.00	
			05374250	CREDIT MEMO	0	-78.60	
10 E 400 411 136000 000			GENERAL FUND/TECH ED/GENERAL	SUPPLIES		-78.60	
			05374251	CREDIT MEMO	0	-142.00	
10 E 400 411 136000 000			GENERAL FUND/TECH ED/GENERAL	SUPPLIES		-142.00	
			05376173	CARBON DIOXIDE - POOL	0	156.41	
10 E 800 411 253300 000			GENERAL FUND/OPERATION OF	BUILDINGS/GENERAL SUPPLIES		156.41	
75083	BCN TELECOM, INC	03/02/2018	22452668	ACCOUNT #PW004389	0	47.20	47.20
10 E 800 355 263300 000			GENERAL FUND/PUBLIC INFORMATION/TELEPHONE			47.20	
75084	CHARTER COMMUNICATIONS	03/02/2018	0003269022318	ACCOUNT # 8245 11 75 0003269	0	568.02	568.02
10 E 800 358 266000 000			GENERAL FUND/TECHNOLOGY COORD/PROJECTS/ON-LINE COMMUNIC			568.02	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
75085	TRISHA COLBY-SCHWANTES	03/02/2018	REIMBURSEMENT	Child Development Day Supplies	6021718066	71.91	71.91
27 E 100 411 152000 347				SPECIAL EDUC./EARLY CHILDHOOD/GENERAL SUPPLIES		71.91	
27 E 100 415 152000 347				SPECIAL EDUC./EARLY CHILDHOOD/FOOD		0.00	
75086	COMPLETE CONTROL, INC.	03/02/2018	JC7273	POOL BOILER ROOM GLYCOL FLUSH - FINAL BILLING	0	3,875.00	5,641.20
10 E 800 320 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE		3,875.00	
			SRVCE034495	REZNOR MAKE-UP AIR UNIT ISSUES	0	1,766.20	
10 E 800 320 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE		1,766.20	
75087	D & A AUTOMOTIVE INC	03/02/2018	41896	HEATING ISSUES - DODGE CARAVAN 2003	0	605.68	605.68
10 E 800 320 254500 000				GENERAL FUND/MAINTENANCE-VEHICLES/PROPERTY SERVICE		605.68	
75088	DALCO	03/02/2018	3244164	BOWL CLEANER, DEFOAMER	0	189.39	189.39
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		189.39	
75089	DECKER AUTOMOTIVE LLC	03/02/2018	28668	OIL CHANGE	0	61.86	61.86
10 E 800 320 254500 000				GENERAL FUND/MAINTENANCE-VEHICLES/PROPERTY SERVICE		61.86	
75090	DECKER INC	03/02/2018	230453A	COAT HOOKS	0	281.75	281.75
10 E 800 411 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES		281.75	
75091	FOLLETT SCHOOL SOLUTIONS, INC.	03/02/2018	780811-5	2017-2018 - CE - 432 - Follett	2001718043	2,464.77	2,464.77
10 E 100 432 222200 000				GENERAL FUND/LMC - INST SERVICE/LIBRARY BOOKS		2,464.77	
75092	FRONTIER	03/02/2018	02/16/18-03/15/18	ACCOUNT # 715-223-4539-01129 0-5	0	43.16	43.16
10 E 800 355 263300 000				GENERAL FUND/PUBLIC INFORMATION/TELEPHONE		43.16	
75093	GENERAL PARTS LLC	03/02/2018	5912472	NO POWER CONTRACTOR COIL	0	421.50	421.50
10 E 800 320 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE		421.50	
75094	HIGH PRECISION GRINDING CORP	03/02/2018	F-7119	Sharpening Blades on the jointers, planners and table saws	4011718127	193.20	193.20
10 E 400 440 136000 000				GENERAL FUND/TECH ED/NON-CAPITAL EQUIPMENT		193.20	
75095	J W PEPPER & SON INC	03/02/2018	07914077	Solo and Ensemble Literature	4011718179	12.00	81.99

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 200 411 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/GENERAL SUPPLIES		6.00	
10 E 400 411 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/GENERAL SUPPLIES		6.00	
			07917850	MS Music	4011718112	69.99	
10 E 200 411 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/GENERAL SUPPLIES		69.99	
75096 KELSEY IMPLEMENT COMPANY INC		03/02/2018	132585	SEAL	0	8.70	8.70
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		8.70	
75097 MARSHFIELD SENIOR HIGH SCHOOL		03/02/2018	EVENT FEE	TRACK	0	125.00	375.00
				INVITATIONAL - BOYS HIGH SCHOOL 03/20/18			
10 E 400 940 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/DUES & FEES		125.00	
			EVENT FEE.	TRACK	0	125.00	
				INVITATIONAL - GIRLS HIGH SCHOOL 03/22/18			
10 E 400 940 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/DUES & FEES		125.00	
			EVENT FEE..	TRACK RELAYS - VARSITY 04/03/18	0	125.00	
10 E 400 940 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/DUES & FEES		125.00	
75098 JAYME OR KIM MARTEN		03/02/2018	JANUARY 2018	ACA MILEAGE - 324 MILES	0	103.68	270.72
10 E 800 341 256730 000				GENERAL FUND/PARENT TRANSPORTATION/PUPIL TRAVEL		103.68	
			NOV/DEC 2017	ACA MILEAGE - 522 MILES	0	167.04	
10 E 800 341 256730 000				GENERAL FUND/PARENT TRANSPORTATION/PUPIL TRAVEL		167.04	
75099 MEDFORD AREA SR HS		03/02/2018	EVENT FEE	TRACK	0	100.00	100.00
				INVITATIONAL - VARSITY 04/24/18			
10 E 400 940 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/DUES & FEES		100.00	
75100 MEYER LUMBER SUPPLY, INC.		03/02/2018	69666	QULTD NORTH TISSUE	0	16.47	16.47
10 E 800 411 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES		16.47	
75101 NASSCO INC		03/02/2018	S2290548.001	CAN LINERS, BOWL CLEANER, FLOOR CLEANER, DUSTER, JUMBO ROLL BATH TISSUE, SOFT ROLL TOWEL	0	2,193.59	2,843.00
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		2,193.59	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 800 411 253300 000			S2290548.002	CAN LINER 56 GAL	0	248.08	
				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		248.08	
50 E 800 419 257220 000			S2291441.001	SCOURING SPONGES, SOLID POWER XL, MEGACARTRIDGE NAPKINS	0	401.33	
				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		401.33	
75102 NORTHCENTRAL TECHNICAL COLLEGE		03/02/2018	BIS-002583	HEALTH ACADEMY CONSORTIUM	0	1,589.20	1,589.20
10 E 800 389 431134 000				GENERAL FUND/TUITION DL HEALTH OCCUP./PAYMENT TO VTAE D		1,589.20	
75103 CHERYL PLOECKELMAN		03/02/2018	MILEAGE	CESA 10 SUMMIT, LEGAL & HUMAN RES CONFERENCE - 400 MILES	0	218.00	218.00
10 E 800 342 231100 000				GENERAL FUND/BOARD OF EDUCATION/EMPLOYEE TRAVEL & EXP.		218.00	
75104 REALLY GOOD STUFF		03/02/2018	6005536	Educational Materials	3021718012	117.06	117.06
10 E 800 411 223910 000				GENERAL FUND/READING SPECIALIST/GENERAL SUPPLIES		117.06	
75105 RUDER WARE, L.L.S.C.		03/02/2018	23976	GENERAL MATTERS RE SCHOOL BOARD MEMBER	0	283.50	283.50
10 E 800 310 231500 000				GENERAL FUND/BOARD OF ED. LEGAL/PERSONAL SERVICES		283.50	
75106 SCHOOL SPECIALTY		03/02/2018	208119980262	materials for sped grades k-3	6021718096	125.41	125.41
27 E 100 411 158100 341				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/GENERAL SUPP		125.41	
75107 SCHOOL DISTRICT OF ABBOTSFORD		03/02/2018	EVENT FEE	TRACK MEET - 6TH-8TH 04/26/18	0	50.00	125.00
10 E 200 940 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/DUES & FEES		50.00	
			EVENT FEE.	TRACK MEET - VARSITY 05/10/18	0	75.00	
10 E 400 940 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/DUES & FEES		75.00	
75108 ADAMS-FRIENDSHIP HIGH SCHOOL		03/02/2018	EVENT FEE	GOLF INVITATIONAL - VARSITY 05/03/18	0	200.00	200.00
10 E 800 940 162212 000				GENERAL FUND/BOYS GOLF/DUES & FEES		200.00	
75109 SCHOOL DISTRICT OF ATHENS		03/02/2018	EVENT FEE	TRACK MEET - VARSITY 04/10/18	0	125.00	125.00
10 E 400 940 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/DUES & FEES		125.00	
75110 SCHOOL DISTRICT OF AUBURNDALE		03/02/2018	EVENT FEE	TRACK MEET -	0	125.00	200.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 400 940 162319 000				VARSITY 04/26/18 GENERAL FUND/TRACK-BOYS/GIRLS/DUES & FEES		125.00	
				EVENT FEE. TRACK MEET - 6TH-8TH 05/01/18	0	75.00	
10 E 200 940 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/DUES & FEES		75.00	
75111 SCHOOL DISTRICT OF GILMAN		03/02/2018	EVENT FEE	TRACK MEET -	0	200.00	200.00
				VARSITY 05/01/18 GENERAL FUND/TRACK-BOYS/GIRLS/DUES & FEES		200.00	
10 E 400 940 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/DUES & FEES		200.00	
75112 MEDFORD AREA PUBLIC SCHOOL DIS		03/02/2018	FEBRUARY 26, 2018	SHARED BUS TO STEVENS POINT - MATH LEAGUE	0	200.20	200.20
10 E 800 341 256742 000				GENERAL FUND/CO-CURRICULAR PUPIL TRANSPORTA/PUPIL TRAVE		200.20	
75113 SCHOOL DISTRICT OF MOSINEE		03/02/2018	EVENT FEE	TRACK INVITATIONAL- 6TH-8TH 05/08/18	0	125.00	125.00
10 E 200 940 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/DUES & FEES		125.00	
75114 SCHOOL DISTRICT OF SPENCER		03/02/2018	EVENT FEE	TRACK MEET - MS 05/04/18	0	100.00	100.00
10 E 200 940 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/DUES & FEES		100.00	
75115 SCHOOL DISTRICT STANLEY BOYD		03/02/2018	EVENT FEE	TRACK MEET - VARSITY 04/20/18	0	150.00	225.00
10 E 400 940 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/DUES & FEES		150.00	
				EVENT FEE TRACK INVITATIONAL- MS 05/08/18	0	75.00	
10 E 200 940 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/DUES & FEES		75.00	
75116 SCHOOL DISTRICT OF STRATFORD		03/02/2018	EVENT FEE	TRACK MEET - VARSITY 05/03/18	0	125.00	125.00
10 E 400 940 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/DUES & FEES		125.00	
75117 SJS		03/02/2018	432	SNOW PLOWING 12/13/17-01/23/18	0	1,378.75	1,378.75
10 E 800 320 254200 000				GENERAL FUND/MAINTENANCE-SITES/PROPERTY SERVICE		1,378.75	
75118 TEAM SPORTING GOODS INC		03/02/2018	AAF009637	1 box of Game balls, 1 score book, 1 replacement tire for pitching machine.	8010171822	299.88	299.88
10 E 400 411 162117 000				GENERAL FUND/GIRLS SOFTBALL/GENERAL SUPPLIES		71.95	
10 E 400 440 162117 000				GENERAL FUND/GIRLS SOFTBALL/NON-CAPITAL EQUIPMENT		227.93	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 400 940 162117 000				GENERAL FUND/GIRLS SOFTBALL/DUES & FEES		0.00	
10 E 400 420 162117 000				GENERAL FUND/GIRLS SOFTBALL/APPAREL		0.00	
75119	WILLIAM TESMER	03/02/2018	MILEAGE	WASB STATE CONVENTION - 420 MILES	0	228.90	228.90
10 E 800 342 231100 000				GENERAL FUND/BOARD OF EDUCATION/EMPLOYEE TRAVEL & EXP.		228.90	
75120	VERIZON WIRELESS	03/02/2018	9801805820	ACCOUNT #28720558-00002	0	1,030.51	1,030.51
10 E 800 355 263300 000				GENERAL FUND/PUBLIC INFORMATION/TELEPHONE		1,030.51	
75121	WARD'S SCIENCE	03/02/2018	8081403118	TEST PAPERS, LIVE MATERIALS, PRESERVED SPECIMANS, TUBING, MICROSCOPE COVERS, SLIDES	4011718054	32.08	32.08
10 E 400 411 126000 000				GENERAL FUND/SCIENCE/GENERAL SUPPLIES		28.45	
10 E 400 440 126000 000				GENERAL FUND/SCIENCE/NON-CAPITAL EQUIPMENT		3.63	
75122	WAUSAU WEST HIGH SCHOOL	03/02/2018	EVENT FEE	TRACK INVITE - GIRLS VARSITY 04/05/18	0	125.00	275.00
10 E 400 940 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/DUES & FEES		125.00	
			EVENT FEE.	TRACK INVITE - BOYS VARSITY 04/05/18	0	150.00	
10 E 400 940 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/DUES & FEES		150.00	
75123	JULIE WOLF	03/02/2018	REIMBURSEMENT FEB	COMMUNITY OUTINGS FEES	6021718073	90.00	180.00
27 E 400 940 158100 341				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/DUES & FEES		90.00	
			REIMBURSEMENT MAR 2	COMMUNITY OUTINGS FEES	6021718073	90.00	
27 E 400 940 158100 341				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/DUES & FEES		90.00	

44 Computer Check(s) For a Total of 21,981.93

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
75124	PAUL KNETTER	03/02/2018	EVENT WORKER	GIRLS BASKETBALL GAMES CLOCK 9 VARSITY GAMES	0	243.00	243.00
10 E 400 310 162105 000			GENERAL FUND/GIRLS BASKETBALL/PERSONAL SERVICES			243.00	
75125	WIAA	03/02/2018	FEB 23 2018	2018 REGIONAL GIRLS BASKETBALL FINANCIAL STATEMENT	0	1,064.74	2,726.07
10 E 400 940 162105 000			GENERAL FUND/GIRLS BASKETBALL/DUES & FEES			1,064.74	
			FEB 24 2018	2018 REGIONAL GIRLS BASKETBALL FINANCIAL STATEMENT	0	1,661.33	
10 E 400 940 162105 000			GENERAL FUND/GIRLS BASKETBALL/DUES & FEES			1,661.33	
				2 Computer		Check(s) For a Total of	2,969.07



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
75126	DISTRICT 5 FORENSICS	03/07/2018	FEES	District Entry Fees	4011718212	200.00	200.00
10 E 800 940 161339 000			GENERAL FUND/FORENSICS/DUES & FEES			200.00	
75127	EDUCATION TECHNOLOGY PARTNERS	03/07/2018	18-12206	BYOC ANNUAL SUBSCRIPTION FEE - 3 YEARS	1011718025	8,225.10	8,225.10
10 E 800 435 221200 000			GENERAL FUND/CURRICULUM DEVELOPMENT/PROGRAMMED COMPUTER			8,225.10	
75128	FOURMENS FARM HOME - COLBY	03/07/2018	3--6779	SHIPPING TAPE, BLEACH, BLASTER PENT OIL	0	25.95	138.95
10 E 800 411 254300 000			GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES			25.95	
			3-6667	HARDWARE	0	5.10	
10 E 800 411 254300 000			GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES			5.10	
			3-7899	LF VLVE STR PUSH CON, FAUCET CONN, QCK-GRIP 3/8 COM ANG PLT, BALLVALVE	0	107.90	
10 E 800 411 254300 000			GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES			107.90	
75129	JANE FRICKE THIEME	03/07/2018	FEBRUARY 2018	RIDE BUS W/STUDENTS 135 MILES	0	73.57	73.57
27 E 800 342 159100 341			SPECIAL EDUC./EEN AIDES/EMPLOYEE TRAVEL & EXP.			73.57	
75130	KAYTRINA FRIEDLI	03/07/2018	REIMBURSEMENT	CLASSROOM SNACKS	0	52.00	52.00
27 E 200 415 158100 341			SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/FOOD			52.00	
75131	DIANE HANSON	03/07/2018	FEBRUARY 2018	RIDE BUS W/STUDENTS 75 MILES	0	40.88	40.88
27 E 800 342 159100 341			SPECIAL EDUC./EEN AIDES/EMPLOYEE TRAVEL & EXP.			40.88	
75132	SUSAN HUBING	03/07/2018	FEBRUARY 2018	RIDE BUS W/STUDENTS 75 MILES	0	40.88	40.88
27 E 800 342 159100 341			SPECIAL EDUC./EEN AIDES/EMPLOYEE TRAVEL & EXP.			40.88	
75133	J H LARSON COMPANY	03/07/2018	S101640922.001	ALUMINUM PIPE, ALUMINUM 4" 90B ELBOW, ALUMINUM PIPE 4X2	0	62.26	31.98
10 E 800 411 254300 000			GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES			62.26	
			S101629164.001	CREDIT MEMO	0	-68.97	
10 E 800 411 254300 000			GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES			-68.97	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 800 411 254300 000			S101645197.001	CREDIT MEMO	0	-16.40	
			- GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES			-16.40	
10 E 800 411 254300 000			S101672047.001	VINYL BLACK 7-MIL ELECTRICAL TAPE	0	41.64	
			GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES			41.64	
10 E 800 411 254300 000			S101675911.001	FLUORESCENT LAMP 2700K	0	13.45	
			GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES			13.45	
75134 SHOPKO STORES OPER CO 27 E 100 411 158100 341		03/07/2018	07444	Shopko SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/GENERAL SUPP	6021718074	61.92	61.92
75135 WISCONSIN SCHOOL MUSIC ASSN. 10 E 400 940 125500 000		03/07/2018	130501	CONCERT FEE CLAS C/MS - BAND GENERAL FUND/INSTRUMENTAL MUSIC/DUES & FEES	4011718102	67.00	67.00
				10 Computer	Check(s) For a Total of		8,932.28

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
75136	VALUE UP	03/14/2018	MARCH 14	WALK A MILE PRESENTATION: MILE ONE.	0	1,000.00	1,000.00
10 E 800 310 221200 000				GENERAL FUND/CURRICULUM DEVELOPMENT/PERSONAL SERVICES		234.40	
10 E 800 310 221200 388				GENERAL FUND/CURRICULUM DEVELOPMENT/PERSONAL SERVICES		765.60	
				1 Computer	Check(s) For a Total of		1,000.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
75137	ADVANCED DISPOSAL	03/14/2018	M10000904820	TRASH AND RECYCLING	0	723.08	723.08
10 E 800 320 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE		723.08	
75138	Vendor Continued Void	03/14/2018					0.00
75139	AMERICAN WELDING & GAS INC	03/14/2018	05388731	CARBON DIOXIDE - POOL	0	156.41	1,036.39
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		156.41	
			05388980	Gas for welders, oxy and acten. Welding supplies TBD as needed during the school year. Tank Leasing	4011718130	471.29	
10 E 400 411 136000 000				GENERAL FUND/TECH ED/GENERAL SUPPLIES		471.29	
			05404205	Gas for welders, oxy and acten. Welding supplies TBD as needed during the school year. Tank Leasing	4011718130	358.91	
10 E 400 411 136000 000				GENERAL FUND/TECH ED/GENERAL SUPPLIES		358.91	
			05404517	CYLINDER RENTAL - POOL	0	42.54	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		42.54	
			05412445	Gas for welders, oxy and acten. Welding supplies TBD as needed during the school year. Tank Leasing	4011718130	7.24	
10 E 400 411 136000 000				GENERAL FUND/TECH ED/GENERAL SUPPLIES		7.24	
75140	[REDACTED]	03/14/2018	01/22/18-03/02/18	STW COUNTY MARKET - 31.76 HOURS	0	31.76	31.76
27 E 800 185 158100 341				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/SALARY STUDE		31.76	
75141	[REDACTED]	03/14/2018	FEBRUARY 2018	STW - 10.9 HOURS	0	10.90	10.90
27 E 800 185 158100 341				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/SALARY STUDE		10.90	
75142	BUSHMAN DAIRY DISTRIBUTORS	03/14/2018	278594	SM CURD CC	0	212.50	425.00
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		212.50	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
50 E 800 415 257220 000			278732	SM CURD CC FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD	0	212.50 212.50	
75143 CESA #10		03/14/2018	8731	SERVBILL3	0	27,084.50	29,799.00
10 E 800 386 221200 000				GENERAL FUND/CURRICULUM DEVELOPMENT/PAYMENT TO CESA		7,975.00	
10 E 800 386 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PAYMENT TO CESA		764.50	
10 E 800 386 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/PAYMENT TO CESA		4,425.00	
10 E 800 386 299000 000				GENERAL FUND/OTHER SUPPORT SERVICES/PAYMENT TO CESA		547.00	
27 E 800 386 436610 019				SPECIAL EDUC./CESA HEARING SERV./PAYMENT TO CESA		3,953.50	
27 E 800 386 436670 019				SPECIAL EDUC./CESA VISION SERV./PAYMENT TO CESA		295.25	
27 E 800 386 218200 019				SPECIAL EDUC./PHYSICAL THERAPY/PAYMENT TO CESA		8,824.25	
10 E 800 386 219000 000				GENERAL FUND/OTHER PUPIL SERVICES/PAYMENT TO CESA		300.00	
10 E 800 386 239000 141			8872	TITLE I-A 3RD QUARTER INVOICE	0	2,714.50	
10 E 901 386 239000 141				GENERAL FUND/OTHER ADMINISTRATION/PAYMENT TO CESA		824.50	
75144 CHESTNUT CONSULTING LLC		03/14/2018	MSP-3510	TECHNOLOGY SERVICES AGREEMENT	0	8,250.00	8,250.00
10 E 800 310 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/PERSONAL SERVICE		8,250.00	
75145 CITY OF COLBY		03/14/2018	ADAMS HOUSE	01/15/18-02/15/18	0	18.00	2,685.95
10 E 800 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE		18.00	
10 E 800 337 253300 000				CONCESSION STAND 01/15/18-02/15/18 GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE	0	57.00 57.00	
10 F 800 337 253300 000				ELEMENTARY SCHOOL 01/15/18-02/15/18 GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE	0	661.05 661.05	
10 E 800 337 253300 000				HIGH SCHOOL 01/15/18-02/15/18 GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE	0	1,505.80 1,505.80	
10 E 800 337 253300 000				MIDDLE SCHOOL 01/15/18-02/15/18 GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE	0	444.10 444.10	
75146 Vendor Continued Void		03/14/2018					0.00
75147 COUNTY MARKET ACCOUNT #6017		03/14/2018	001092650940	BOE SNACKS	0	47.43	521.00
10 E 800 415 231100 000				GENERAL FUND/BOARD OF EDUCATION/FOOD		47.43	
10 E 800 415 171000 391			001092660941	ELL ALL STAFF FOOD	0	113.97	
				GENERAL FUND/CULTURAL/SOCIALLY DISADVANTAGE/FOOD		113.97	
			002000120925	Open PO to purchase grocery kitchen items to use during life	6021718045	77.46	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
27 E 200 415 158100 341				skills/math/Reading class to meet student IEP objectives		77.46	
			SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/FOOD				
			002001041301	purchase	6021718034	49.56	
				grocery/kitchen items to be used in Life Skills/Math/Reading classes to meet student IEP objectives			
27 E 400 415 158100 341				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/FOOD		49.56	
			002001421417	purchase	6021718034	25.79	
				grocery/kitchen items to be used in Life Skills/Math/Reading classes to meet student IEP objectives			
27 E 400 415 158100 341				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/FOOD		25.79	
			002001861732	BLESSINGS IN A BACKPACK	0	27.90	
21 E 800 415 110000 941				SPECIAL PROJECTS/ELEMENTARY CURRICULUM/FOOD		27.90	
			0050000511085	BLESSINGS IN A BACKPACK	0	100.93	
21 E 800 415 110000 941				SPECIAL PROJECTS/ELEMENTARY CURRICULUM/FOOD		100.93	
			02001251414	groceries for baking project special ed k-3	6021718087	77.96	
27 E 100 415 158100 341				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/FOOD		77.96	
75148	COUNTY MARKET - F&CE ACCT 8007	03/14/2018	FEBRUARY 2018	Open purchase order for groceries for FACE classes	4011718009	342.39	342.39
10 E 400 415 135000 000				GENERAL FUND/FAMILY & CONSUMER EC/FOOD		342.39	
75149	DEAN FOODS OF WISCONSIN	03/14/2018	FEBRUARY 2018	MILK	0	4,008.81	4,008.81
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		4,008.81	
75150	DEMCO	03/14/2018	6322415	2017-2018 - MS - 411 - Demco	2001718053	107.62	107.62

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 200 411 222200 000				GENERAL FUND/LMC - INST SERVICE/GENERAL SUPPLIES		107.62	
75151	FOLLETT SCHOOL SOLUTIONS, INC.	03/14/2018	761097F-0	2017-2018 - HS - 432 - Follett	2001718066	569.20	1,092.89
10 E 400 432 222200 000				GENERAL FUND/LMC - INST SERVICE/LIBRARY BOOKS		569.20	
			780811F-4	2017-2018 - CE - 432 - Follett	2001718043	523.69	
10 E 100 432 222200 000				GENERAL FUND/LMC - INST SERVICE/LIBRARY BOOKS		523.69	
75152	FRONTIER	03/14/2018	02/28/18-03/27/18	ACCOUNT # 262-159-0899-09041 4-5	0	109.31	109.31
10 E 800 355 263300 000				GENERAL FUND/PUBLIC INFORMATION/TELEPHONE		109.31	
75153	HEARTLAND COOPERATIVE	03/14/2018	252596	WIPER BLADE	0	11.98	94.44
10 E 800 411 254500 000				GENERAL FUND/MAINTENANCE-VEHICLES/GENERAL SUPPLIES		11.98	
			252970	BEAM BLADES	0	19.98	
10 E 800 411 254500 000				GENERAL FUND/MAINTENANCE-VEHICLES/GENERAL SUPPLIES		19.98	
			252982	CREDIT MEMO	0	-1.50	
10 E 800 411 254500 000				GENERAL FUND/MAINTENANCE-VEHICLES/GENERAL SUPPLIES		-1.50	
			253223	BEP BULB	0	63.98	
10 E 800 411 254500 000				GENERAL FUND/MAINTENANCE-VEHICLES/GENERAL SUPPLIES		63.98	
75154	INDIANHEAD FOODSERVICE DISTRIB	03/14/2018	FEBRUARY 2018	FOOD & SUPPLIES	0	11,666.63	11,929.83
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		8,837.00	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		515.08	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		2,293.27	
50 E 800 419 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/OTHER SUPPLIES		21.28	
			FEBRUARY 2018 COMM	FOOD - COMMODITIES	0	263.20	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		263.20	
75155	IROW	03/14/2018	274634	CONFIDENTIAL SHREDDING SERVICES	0	40.00	40.00
10 E 800 320 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE		40.00	
75156	KURT OR HEATHER KULAS	03/14/2018	FEBRUARY 2018	ACA MILEAGE - 90 MILES	0	28.80	28.80
10 E 800 341 256730 000				GENERAL FUND/PARENT TRANSPORTATION/PUPIL TRAVEL		28.80	
75157	MENARDS	03/14/2018	93847	science lab supplies: rope, solvents, steel wool, glue,	4011718015	13.36	13.36

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				propane, etc			
10 E 400 411 126000 000				GENERAL FUND/SCIENCE/GENERAL SUPPLIES		13.36	
75158	NOTICIAS	03/14/2018	03/14/18	ADD IN EDITIONS 333 AND 334)	0	220.00	220.00
10 E 800 354 263300 000				GENERAL FUND/PUBLIC INFORMATION/PRINTING & BINDING		220.00	
75159	SECURITY HEALTH PLAN	03/14/2018	3828	COBRA ADMINISTRATION	0	173.25	173.25
10 E 800 310 252000 000				GENERAL FUND/FISCAL/PERSONAL SERVICES		173.25	
75160	STERLING WATER INC	03/14/2018	342x06478005	SOLAR SALT	0	119.95	119.95
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		119.95	
75161	SYSCO BARABOO LLC	03/14/2018	118566024	FOOD	0	844.33	844.33
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		844.33	
75162	T & C WATER SYSTEMS	03/14/2018	32209	COOLER RENTAL	0	20.95	20.95
10 E 800 415 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/FOOD		20.95	
75163	TEAM SPORTING GOODS INC	03/14/2018	AAF009646	Equipment	8010171841	149.92	149.92
10 E 400 411 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/GENERAL SUPPLIES		149.92	
10 E 400 440 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/NON-CAPITAL EQUIPMENT		0.00	
10 E 400 420 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/APPAREL		0.00	
75164	TP PRINTING CO INC	03/14/2018	73070	HORNET HIGHLIGHTS - FEB.	0	135.00	355.00
10 E 400 354 132000 000				GENERAL FUND/BUSINESS EDUCATION/PRINTING & BINDING		135.00	
			73071	DISPLAY ADS	0	220.00	
10 E 800 354 263300 000				GENERAL FUND/PUBLIC INFORMATION/PRINTING & BINDING		220.00	
75165	TUMARX PRINTING INC.	03/14/2018	28644	MIDDLE SCHOOL MAILING LABELS	0	73.16	73.16
10 E 200 411 241000 000				GENERAL FUND/OFFICE OF PRINCIPAL/GENERAL SUPPLIES		73.16	
75166	WARD'S SCIENCE	03/14/2018	808148031	TEST PAPERS, LIVE MATERIALS, PRESERVED SPECIMANS, TUBING, MICROSCOPE COVERS, SLIDES	4011718054	83.90	83.90
10 E 400 411 126000 000				GENERAL FUND/SCIENCE/GENERAL SUPPLIES		74.40	
10 E 400 440 126000 000				GENERAL FUND/SCIENCE/NON-CAPITAL EQUIPMENT		9.50	
75167	WI ASSN SCHOOL BOARDS INC	03/14/2018	12131	2018 STATE EDUCATION CONVENTION -BREAKFAST FEE -	0	36.00	36.00



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 800 415 231100 000				PLOECKELMAN GENERAL FUND/BOARD OF EDUCATION/FOOD		36.00	
75168		03/14/2018	FEBRUARY 2018	KITCHEN STUDENT WORKER - 13.55 HOURS	0	13.55	27.00
27 E 800 185 158100 341				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/SALARY STUDE FEBRUARY 2018 STW STW - 13.45 HOURS	0	13.45	
27 E 800 185 158100 341				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/SALARY STUDE		13.45	
75169	WEATHER SHIELD MANUFACTURING	03/14/2018	1934068	DOWN PAYMENT FOR WINDOWS/PRESS BOX	0	800.00	800.00
21 E 800 440 255100 943				SPECIAL PROJECTS/FACILITIES ACQUISITION/NON-CAPITAL EQU		800.00	
75170	WISCNET	03/14/2018	11726	CUSTOM PRIVATE NETWROK SERVICE FEE PRORATED FOR AUGUST 16, 2017 THROUGH jUNE 30, 2018	0	2,622.00	2,622.00
10 E 800 358 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/ON-LINE COMMUNIC		2,622.00	
75171	WISCONSIN FCCLA	03/14/2018	0220002	WISCONSIN FCCLA 2018 STATE LEADERSHIP CONFERENCE	0	200.00	200.00
10 E 800 940 161312 000				GENERAL FUND/FCCLA/DUES & FEES		200.00	
75172	WORLD BOOK SCHOOL & LIBRARY (P	03/14/2018	0001572982	2017-2018 - CE - 432 - Various Book Vendors	2001718047	185.00	884.00
10 E 100 432 222200 000				GENERAL FUND/LMC - INST SERVICE/LIBRARY BOOKS		185.00	
			0001572983	2017-2018 - CE - 439 - Reference Books	2001718050	179.00	
10 E 100 439 222200 000				GENERAL FUND/LMC - INST SERVICE/OTHER MEDIA		179.00	
			0001572990	2017-2018 - CE - 432 - Various Book Vendors	2001718047	390.00	
10 E 100 432 222200 000				GENERAL FUND/LMC - INST SERVICE/LIBRARY BOOKS		390.00	
			0001572991	2017-2018 - CE - 439 - Reference Books	2001718050	130.00	
10 E 100 439 222200 000				GENERAL FUND/LMC - INST SERVICE/OTHER MEDIA		130.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			36	Computer	Check(s) For a Total of		67,859.99

Obj	2016-17		2016-17		2017-18		Encumbered	Unencumbered
	Original Budget	FYTD Activity	FYTD %	Budget	FYTD Activity	FYTD %		
100000	INSTRUCTION							
110000	ELEMENTARY CURRICULUM							
SALARIES	963,400.00	599,592.37	62.24	927,047.00	533,789.76	57.58	0.00	393,257.24
EMPLOYEE BENEFITS	561,482.00	382,999.96	68.21	536,795.00	280,309.56	52.22	0.00	256,485.44
PURCHASED SERVICES	300.00	30.24	10.08	0.00	0.00	0.00	0.00	0.00
NON-CAPITAL OBJECTS	25,260.00	19,991.97	79.14	21,790.00	24,954.95	114.52	1,124.56	-4,289.51
CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ELEMENTARY CURRICULUM	1,550,442.00	1,002,614.54	64.67	1,485,632.00	839,054.27	56.48	1,124.56	645,453.17
120000	REGULAR CURRICULUM							
SALARIES	1,581,174.00	1,023,771.27	64.75	1,664,057.00	937,440.55	56.33	0.00	726,616.45
EMPLOYEE BENEFITS	876,589.00	549,224.65	62.65	819,863.00	412,524.61	50.32	0.00	407,338.39
PURCHASED SERVICES	5,240.00	2,879.30	54.95	3,900.00	787.67	20.20	1,550.00	1,562.33
NON-CAPITAL OBJECTS	63,006.00	44,781.51	71.07	63,779.00	61,478.87	96.39	23,533.34	-21,233.21
CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	5,040.00	3,663.25	72.68	4,536.00	4,330.65	95.47	3,378.55	-3,173.20
REGULAR CURRICULUM	2,531,049.00	1,624,319.98	64.18	2,556,135.00	1,416,562.35	55.42	28,461.89	1,111,110.76
130000	VOCATIONAL CURRICULUM							
SALARIES	181,254.00	118,650.66	65.46	193,372.00	105,632.21	54.63	0.00	87,739.79
EMPLOYEE BENEFITS	103,841.00	72,879.68	70.18	96,835.00	52,687.41	54.41	0.00	44,147.59
PURCHASED SERVICES	4,145.00	4,324.66	104.33	5,089.00	3,402.72	66.86	3,450.00	-1,763.72
NON-CAPITAL OBJECTS	28,448.00	22,544.02	79.25	39,823.00	32,805.22	82.38	20,222.80	-13,205.02
CAPITAL OBJECTS	0.00	92.00	0.00	100.00	0.00	0.00	0.00	100.00
OTHER OBJECTS	0.00	55.00	0.00	105.00	0.00	0.00	80.00	25.00
VOCATIONAL CURRICULUM	317,688.00	218,546.02	68.79	335,324.00	194,527.56	58.01	23,752.80	117,043.64
140000	PHYSICAL CURRICULUM							
SALARIES	146,305.00	99,485.53	68.00	159,530.00	95,237.47	59.70	0.00	64,292.53
EMPLOYEE BENEFITS	82,544.00	55,391.23	67.11	72,176.00	41,886.68	58.03	0.00	30,289.32
PURCHASED SERVICES	200.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00
NON-CAPITAL OBJECTS	4,225.00	4,094.64	96.91	4,484.00	3,491.56	77.87	1,092.40	-99.96

Obj	2016-17		2016-17		2017-18		Encumbered Amount	Unencumbered Balance
	Original Budget	FYTD Activity	FYTD %	Budget	FYTD Activity	FYTD %		
100000	INSTRUCTION							
140000	PHYSICAL CURRICULUM							
CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	4,230.00	4,320.00	102.13	4,400.00	0.00	0.00	3,600.00	800.00
PHYSICAL CURRICULUM	237,504.00	163,291.40	68.75	240,690.00	140,615.71	58.42	4,692.40	95,381.89
150000	SPECIAL CURRICULUM							
SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NON-CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SPECIAL CURRICULUM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
160000	CO-CURRICULAR							
SALARIES	123,491.00	97,370.23	78.85	123,496.00	80,937.01	65.54	0.00	42,558.99
EMPLOYEE BENEFITS	16,292.00	11,588.95	71.13	18,941.00	9,389.69	49.57	0.00	9,551.31
PURCHASED SERVICES	33,370.00	23,669.74	70.93	36,790.00	20,252.81	55.05	12,598.65	3,938.54
NON-CAPITAL OBJECTS	23,115.00	16,172.44	69.97	28,202.00	25,276.37	89.63	33,129.60	-30,203.97
CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	14,095.00	12,083.77	85.73	15,395.00	13,231.80	85.95	7,470.97	-5,307.77
CO-CURRICULAR	210,363.00	160,885.13	76.48	222,824.00	149,087.68	66.91	53,199.22	20,537.10
170000	SPECIAL NEEDS							
SALARIES	71,296.00	27,420.17	38.46	154,820.00	97,832.78	63.19	0.00	56,987.22
EMPLOYEE BENEFITS	65,378.00	20,697.73	31.66	124,390.00	59,606.79	47.92	0.00	64,783.21
PURCHASED SERVICES	0.00	9.42	0.00	15.00	7.67	51.13	0.00	7.33
NON-CAPITAL OBJECTS	1,500.00	2,043.83	136.26	3,943.00	510.11	12.94	1,200.00	2,232.89
CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	1,500.00	2,000.00	133.33	2,000.00	2,320.00	116.00	1,200.00	-1,520.00
SPECIAL NEEDS	139,674.00	52,171.15	37.35	285,168.00	160,277.35	56.20	2,400.00	122,490.65
INSTRUCTION	4,986,720.00	3,221,828.22	64.61	5,125,773.00	2,900,124.92	56.58	113,630.87	2,112,017.21

Obj	2016-17 Original Budget	2016-17 FYTD Activity	2016-17 FYTD %	2017-18 Budget	2017-18 FYTD Activity	2017-18 FYTD %	Encumbered Amount	Unencumbered Balance
200000	SUPPORT SERVICES							
210000	PUPIL SERVICES							
SALARIES	147,984.00	97,726.04	66.04	156,335.00	91,125.89	58.29	0.00	65,209.11
EMPLOYEE BENEFITS	82,667.00	60,743.14	73.48	87,884.00	44,408.36	50.53	0.00	43,475.64
PURCHASED SERVICES	7,635.00	4,738.29	62.06	9,323.00	5,416.21	58.10	4,882.35	-975.56
NON-CAPITAL OBJECTS	5,330.00	1,697.39	31.85	3,295.00	3,134.40	95.13	1,809.00	-1,648.40
CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	210.00	210.00	100.00	140.00	140.00	100.00	120.00	-120.00
PUPIL SERVICES	243,826.00	165,114.86	67.72	256,977.00	144,224.86	56.12	6,811.35	105,940.79
220000	INSTRUCTIONAL STAFF SERVICES							
SALARIES	191,928.00	118,527.98	61.76	194,984.00	107,192.79	54.98	0.00	87,791.21
EMPLOYEE BENEFITS	131,388.00	65,782.45	50.07	113,674.00	57,369.28	50.47	0.00	56,304.72
PURCHASED SERVICES	59,557.00	45,512.32	76.42	45,692.00	31,698.13	69.37	7,228.15	6,765.72
NON-CAPITAL OBJECTS	57,666.00	46,698.26	80.98	57,844.00	49,344.67	85.31	14,655.68	-6,156.35
CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	1,355.00	361.00	26.64	1,063.00	482.00	45.34	163.00	418.00
INSTRUCTIONAL STAFF SERVI	441,894.00	276,882.01	62.66	413,257.00	246,086.87	59.55	22,046.83	145,123.30
230000	GENERAL ADMINISTRATION							
SALARIES	140,183.00	105,629.00	75.35	141,000.00	97,580.76	69.21	0.00	43,419.24
EMPLOYEE BENEFITS	57,749.00	43,242.02	74.88	53,359.00	33,338.53	62.48	0.00	20,020.47
PURCHASED SERVICES	56,937.00	37,282.39	65.48	55,840.00	36,718.58	65.76	0.00	19,121.42
NON-CAPITAL OBJECTS	9,398.00	7,379.01	78.52	9,698.00	3,444.27	35.52	0.00	6,253.73
CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	10,800.00	10,832.66	100.30	8,500.00	6,550.96	77.07	0.00	1,949.04
GENERAL ADMINISTRATION	275,067.00	204,365.08	74.30	268,397.00	177,633.10	66.18	0.00	90,763.90
240000	BUILDING ADMINISTRATION							
SALARIES	352,159.00	272,085.60	77.26	361,390.00	242,321.63	67.05	0.00	119,068.37
EMPLOYEE BENEFITS	209,672.00	151,585.63	72.30	202,515.00	121,747.56	60.12	0.00	80,767.44
PURCHASED SERVICES	2,600.00	1,508.37	58.01	0.00	0.00	0.00	600.00	-600.00
NON-CAPITAL OBJECTS	8,210.00	1,115.21	13.58	7,310.00	3,251.74	44.48	6,020.00	-1,961.74

Obj	2016-17		2016-17		2017-18		Encumbered Amount	Unencumbered Balance
	Original Budget	FYTD Activity	FYTD %	Budget	FYTD Activity	FYTD %		
200000	SUPPORT SERVICES							
240000	BUILDING ADMINISTRATION							
CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	1,030.00	0.00	0.00	1,265.00	0.00	0.00	1,265.00	0.00
BUILDING ADMINISTRATION	573,671.00	426,294.81	74.31	572,480.00	367,320.93	64.16	7,885.00	197,274.07
250000	BUSINESS ADMINISTRATION							
SALARIES	416,000.00	311,563.03	74.89	444,395.00	297,419.52	66.93	0.00	146,975.48
EMPLOYEE BENEFITS	210,845.00	166,797.04	79.11	280,636.00	148,258.56	52.83	0.00	132,377.44
PURCHASED SERVICES	1,058,211.00	841,504.55	79.52	1,066,333.00	742,853.61	69.66	4,476.02	319,003.37
NON-CAPITAL OBJECTS	109,940.00	101,562.42	92.38	113,244.00	98,791.44	87.24	3,577.00	10,875.56
CAPITAL OBJECTS	5,000.00	12,612.00	252.24	0.00	0.00	0.00	0.00	0.00
INSURANCE & JUDGMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	1,500.00	857.98	57.20	1,500.00	732.60	48.84	0.00	767.40
BUSINESS ADMINISTRATION	1,801,496.00	1,434,897.02	79.65	1,906,108.00	1,288,055.73	67.58	8,053.02	609,999.25
260000	CENTRAL SERVICES							
SALARIES	72,670.00	58,357.86	80.31	17,650.00	8,803.72	49.88	0.00	8,846.28
EMPLOYEE BENEFITS	24,430.00	18,602.28	76.15	18,953.00	4,333.08	22.86	0.00	14,619.92
PURCHASED SERVICES	151,791.00	99,065.86	65.26	212,500.00	114,347.54	53.81	0.00	98,152.46
NON-CAPITAL OBJECTS	114,295.00	106,333.07	93.03	117,050.00	80,039.75	68.38	2,726.00	34,284.25
CAPITAL OBJECTS	19,500.00	1,629.25	8.36	16,000.00	688.25	4.30	0.00	15,311.75
OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CENTRAL SERVICES	382,686.00	283,988.32	74.21	382,153.00	208,212.34	54.48	2,726.00	171,214.66
270000	INSURANCE							
INSURANCE & JUDGMENTS	122,144.00	115,444.00	94.51	138,506.00	122,776.00	88.64	0.00	15,730.00
INSURANCE	122,144.00	115,444.00	94.51	138,506.00	122,776.00	88.64	0.00	15,730.00

Obj	2016-17		2016-17		2017-18		Encumbered	Unencumbered
	Original Budget	FYTD Activity	FYTD %	Budget	FYTD Activity	FYTD %		
200000	SUPPORT SERVICES							
280000	DEBT SERVICE							
DEBT RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
290000	OTHER SUPPORT SERVICES							
SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EMPLOYEE BENEFITS	140,000.00	137,745.91	98.39	175,000.00	167,153.64	95.52	0.00	7,846.36
PURCHASED SERVICES	2,800.00	1,859.18	66.40	2,593.00	1,300.04	50.14	0.00	1,292.96
OTHER SUPPORT SERVICES	142,800.00	139,605.09	97.76	177,593.00	168,453.68	94.85	0.00	9,139.32
SUPPORT SERVICES	3,983,584.00	3,046,591.19	76.48	4,115,471.00	2,722,763.51	66.16	47,522.20	1,345,185.29
400000	NON-PROGRAM TRANSACTIONS							
410000	INTERFUND OPERATING TRANSFERS							
OPERATING TRANSFERS-OUT	1,196,874.00	0.00	0.00	1,125,767.00	5,748.30	0.51	0.00	1,120,018.70
INTERFUND OPERATING TRANS	1,196,874.00	0.00	0.00	1,125,767.00	5,748.30	0.51	0.00	1,120,018.70
430000	GEN. TUITION PAYMENTS							
PURCHASED SERVICES	942,753.00	30,725.57	3.26	1,080,954.00	26,287.48	2.43	0.00	1,054,666.52
NON-CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GEN. TUITION PAYMENTS	942,753.00	30,725.57	3.26	1,080,954.00	26,287.48	2.43	0.00	1,054,666.52
490000	NON-PROGRAM TRANSACTIONS							
OTHER OBJECTS	0.00	0.00	0.00	0.00	1,225.13	0.00	0.00	-1,225.13
NON-PROGRAM TRANSACTIONS	0.00	0.00	0.00	0.00	1,225.13	0.00	0.00	-1,225.13
NON-PROGRAM TRANSACTIONS	2,139,627.00	30,725.57	1.44	2,206,721.00	33,260.91	1.51	0.00	2,173,460.09

<u>Obj</u>	<u>2016-17</u> <u>Original Budget</u>	<u>2016-17</u> <u>FYTD Activity</u>	<u>2016-17</u> <u>FYTD %</u>	<u>2017-18</u> <u>Budget</u>	<u>2017-18</u> <u>FYTD Activity</u>	<u>2017-18</u> <u>FYTD %</u>	<u>Encumbered</u> <u>Amount</u>	<u>Unencumbered</u> <u>Balance</u>
Grand Expense Totals	11,109,931.00	6,299,144.98	56.70	11,447,965.00	5,656,149.34	49.41	161,153.07	5,630,662.59

Number of Accounts: 3446

\*\*\*\*\* End of report \*\*\*\*\*



**MADISON**—Governor Scott Walker today called for a special session of the Wisconsin State Legislature to pass his comprehensive School Safety Plan.

### **Special Session on School Safety Plan**

#### **Office of School Safety:**

Create an Office of School Safety within the Wisconsin Department of Justice. The Office would work with law enforcement and schools to establish best practices for school safety plans; provide training opportunities and other relevant resources to schools. The Office would consist of two permanent positions (a director and program and planning analyst) and two project positions.

The Office would be responsible for requiring schools to upload their blueprints to GIS mapping and ensure that schools also provide those blueprints to local law enforcement.

#### **School Safety Grant Program:**

The Office of School Safety would be charged with implementing a new grant program of \$100 million GPR. The grant program would be available to all schools for security improvements to school buildings, training opportunities, and school resource officers.

#### **Mandatory Reporting:**

The school safety package includes a provision that makes all current mandatory reporters for suspected child abuse to also be mandatory reporters for any threats of school violence. Mandatory reporters include medical professionals, mental health professionals, teachers, and guidance counselors. Additionally, an exemption to confidentiality laws is created for mental health professionals when a patient threatens school violence.

#### **Parental Responsibility:**

Amend the current bullying notification statutes to require the parent or guardian to be notified within 48 hours of a bullying incident involving their child. Current law requires notification of the parent or guardian but does not include a specific time requirement.

#### **Trauma-Informed Care:**

Require Trauma-Informed Care and Adverse Childhood Experiences (ACEs) be included in any training that is offered by the Office of School Safety. Training could include Trauma Sensitive Schools and Screening, Brief Intervention and Referral to Treatment, which is currently used in a number schools.

**School Safety Plans:**

Strengthen school safety plan requirements, originally adopted under 2009 Act 309. The additional requirements would include emergency prevention and mitigation and security plans for after school activities, among several other requirements.

**Pupil Privacy:**

Ensure live video streams of schools can be shared with local law enforcement without violating pupil privacy law.

All of this is in addition to the historic investment of \$11.5 billion into K-12 education Governor Walker included in the current state budget - which includes a \$6.65 million new investment for mental health services within the schools.

A copy of Governor Walker's executive order calling a special session of the Wisconsin State Legislature is attached. A copy of Governor Walker's executive order calling a special session of the Wisconsin State Legislature is attached. Governor Walker also signed an executive order today directing the State of Wisconsin to further assist school districts by facilitating use of existing state contracts and creating new state contracts that includes safety and security equipment, supplies and services at competitively-bid prices and advantageous terms. A copy of this executive order is also attached.

# **Superintendent Goal Setting February 2018**

**Staff Survey (360 Degree Evaluation) distributed to all staff, shared with City of Colby staff and city council, shared with Abby/Colby Chamber. 70 responses completed.**

## **Response Ratings;**

- Highly Effective
- Effective
- Minimally Effective
- Ineffective
- Not Observed

**Q1 - Relationships with Staff**

**Q2 - Relationships with Other Stakeholders**

**Q3 – Procedures and Operations**

**Q4 – Collaboration & Problem Solving**

**Q5 – Personnel**

**Q6 – Finance & Budget**

**Q7 – Vision & Direction**

**Q8 – High Expectations**

**Q9 – Educational Leadership**

**Q10 – Ethics**

**Q11 – Personality & Attitude**

**Q12 – Communication**

**Q13 – Professionalism**

## **Superintendent Goals for 2018**

### **Q1 - Relationships with Staff**

Overall effectiveness improved from 2017 to 2018 survey, yet still one of the two lowest rated areas.

### **Q7 – Vision & Direction**

Overall effectiveness dropped from 2017 to 2018 survey by 4%. This is one of the two lowest rated areas.

### Suggested Goals for 2018:

Progress and tracking of goal attainment will be measured by a three year tracking of progress in each of the 13 leadership areas in January of 2019.

Utilization of a common assessment format from year to year allows for the establishment of trends and progress towards goals.

- Improve relationships with staff by becoming more visible and readily accessible to staff in the buildings. Create social opportunities to build relationships.
- Increase perceptions of Vision and Direction through increased communication of District Goals through our Strategic Planning and Staff participation in in Action Plans.

- F. Substitute Employees: Substitute Employees are defined as non-exempt staff without individual contracts under section 118.21 or section 118.24, Wis. Stats., hired to replace a regular employee during the regular employee's leave of absence.
- G. Short Term Substitute Teacher: Short Term Substitute means a substitute employee employed pursuant to a contract under sections 118.21 or 118.24, Wis. Stats., for no more than 20 consecutive days in the same teaching assignment.
- H. Long Term Substitute Teacher: Long term substitute means a substitute employee employed pursuant to a contract under section 118.21 or 118.24, Wis. Stats., for more than 20 consecutive days in the same teaching assignment.
- I. Supervisor: The District will identify the individual employee's supervisor on the employee's job description.
- J. Teacher: Teachers are defined as persons hired under a contract pursuant to § 118.22, Wis. Stats.
- K. Temporary: Temporary Employees are defined as persons hired for a specific project for a specific length of time. A temporary employee has no expectation of continued employment.
- L. Termination: Termination is defined as an involuntary discharge involving the dismissal of an employee, usually for some infraction of the rules or policies of the District, abandonment of the position, incompetence or other reason deemed sufficient by the Board and/or its designee. Termination results in involuntary separation and with prejudice to the employee. A termination will result in the loss of length of service and other employment benefits. For the purposes of this document, termination shall not include voluntary retirement, voluntary resignation or a nonrenewal of contract under § 118.22, Wis. Stats, § 118.24, Wis. Stats., separation from employment as a result of a reduction in force, or a non-reappointment of an extra-curricular assignment.

### 1.03 General Personnel Policies

This *Employment Handbook* is subservient to, and does not supersede the provisions set forth in District policies ([Chapter 500 - Personnel](#)).

## SECTION 2. EMPLOYMENT LAW

### 2.01 Employment of Minors

No one under eighteen (18) years of age will be employed without providing proper proof of his or her age. Minors will be employed only in accordance with state and federal laws and District policies.

### 2.02 Equal Opportunity

It is the policy of the District that no person may be illegally discriminated against in employment by reason of their age, race, religion, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political or religious affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law, or according to District policy.

The District will provide reasonable accommodations ~~shall be made for~~ to qualified individuals with a disability and to employees with sincerely held religious beliefs to the extent required by law, unless such accommodations would impose an undue hardship on the District. ~~A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.~~

Requests for accommodations ~~under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act~~ from current employees must be made in writing in accordance with District ~~policies and procedures.~~ [Policy #511](#) and [Rule #511](#).

## 2.03 Equal Opportunity Complaints

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the District.

## 2.04 Fair Labor Standards Act and Wisconsin Administrative Code DWD 274.08

Certain types of workers of public employers in Wisconsin are exempt from the minimum wage and overtime pay provisions, including bona fide executive, administrative, and professional employees who meet regulatory requirements under the Fair Labor Standards Act [FLSA] as authorized by Wisconsin Administrative Code DWD 274.08. For non-exempt employees, issues concerning overtime, compensatory time off and minimum wage are found in [Appendix Part I - 2.04A](#). Notification of rights under the FLSA is set forth in the employment poster section in [Appendix Part I - 2.04B](#).

## 2.05 Family and Medical Leave Act

- A. **Notification of Benefits and Leave Rights:** Since the District has an employee handbook or other written policy concerning employee benefits or leave rights, information concerning FMLA entitlements and employee obligations under the FMLA is included in the *Handbook* as required by federal law. The District shall post the text of the notice contained in the following link in the appendix and in a conspicuous place where notices to employees and applicants are customarily placed:  
<http://www.dol.gov/whd/regs/compliance/posters/fmla.htm>. See 29 U.S.C. § 2619(a); 29 C.F.R. § 825.300(a)(1). The notice is posted at the Colby District Education Center. Information concerning leave rights under the Wisconsin Bone Marrow and Organ Donation Leave Law will be posted in a conspicuous place where notices to employees and applicants are customarily placed. Employees can view this notice at: [https://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd\\_18114\\_p.pdf](https://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_18114_p.pdf). This notice is also included as Appendix of the Handbook.
- B. **Eligibility Notice.** When an employee requests FMLA leave, or when the employer acquires knowledge that an employee's leave may be for an FMLA-qualifying reason, the employer must notify the employee, within five business days, of the employee's eligibility to take FMLA leave, including notice of the employee's ability to take leave intermittently or on a reduced schedule (if eligible), absent extenuating circumstances. 29 C.F.R. § 825.300(b).
- C. **Rights and Responsibilities Notice.** The District shall provide written notice outlining specific obligations of the employee and explaining any consequences of not meeting those requirements. 29 C.F.R. § 825.300(c). The District is satisfying this notice requirement by directing the employee to the following website, which combines the eligibility notice and the rights & responsibilities notice into a single form: U.S. DEP'T OF LABOR, *Notice of Eligibility and Rights & Responsibilities (FMLA)*, available at <http://www.dol.gov/whd/forms/WH-381.pdf>.
- E. **Designation Notice.** The District shall "inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA." U.S. DEP'T OF LABOR, *Designation Notice (Family and Medical Leave Act)*, available at <http://www.dol.gov/whd/forms/WH-382.pdf>. See 29 C.F.R. § 825.300(d).

## 2.06 Immigration Law Compliance

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States. Therefore, in accordance with the Immigration Reform and Control Act of 1986, employees must complete an I-9 form before commencing work and at other times prescribed by applicable law or District policy.

<http://www.uscis.gov/files/form/i-9.pdf>

## 2.07 Harassment and Bullying

- A. **Policy Statement:** The District is committed to providing fair and equal employment opportunities and to providing a professional work and student learning environment free of all forms of harassment and bullying.
- B. **Harassment:** The District shall not tolerate harassment based on any personal characteristic described above in section 2.02. Harassment and other unacceptable activities that could alter conditions of employment, or form a basis for personnel decisions, or interfere with employee's work performance are specifically prohibited. Sexual harassment, whether committed by supervisory or non-supervisory personnel, is unlawful

### 3.04 Bulletin Boards

The Employer shall provide a bulletin board as a limited forum for employees to post professional development information and other apolitical literature that is directly connected to employment at the District and is consistent with District policy and applicable law. All distributed and posted materials shall always be professional in approach, shall not contain any derogatory comments about staff, parents, students or board members and shall not be in contravention of any District policy or law. The District Administrator will be provided a copy of all posted material at the time of the posting. The District Administrator and/or his/her designee shall be allowed to remove material from the bulletin board(s) at his/her discretion.

### 3.05 Child Abuse Reporting

- A. **Except as provided under Wisconsin Statute §48.981, sub. (2m)**, any school employee who has reasonable cause to suspect that a child, seen by the person in the course of professional duties, has been abused or neglected or who has reason to believe that a child, seen by the person in the course of professional duties, has been threatened with abuse or neglect, and that abuse or neglect of the child will occur, shall report as provided for below in section B. At all times, school employees shall make the report to county child protective services or law enforcement personnel as quickly as possible. Any delay is not in the best interests of the child and is not consistent with District policy.
- B. A person required to report shall immediately inform, by telephone or personally, the applicable District administrative personnel and the county department of the facts and circumstances contributing to a suspicion of child abuse or neglect or of unborn child abuse or to a belief that abuse or neglect will occur.
- C. District employees, including administrators, may not attempt to delay, modify, or prevent any report of suspected or threatened child abuse or neglect. School personnel are not responsible for investigating child abuse or neglect reports or for proving that abuse or neglect has occurred or will occur. Investigating child abuse and neglect reports is the legal responsibility of trained county child protective services and/or law enforcement personnel.

### 3.06 Communications

District employees are expected to abide by the following rules when using information technology communication resources.

- A. Electronic Communications:
  1. Electronic communications are protected by the same laws and policies and are subject to the same limitations as other types of media. When creating, using or storing messages on the network, the user should consider both the personal ramifications and the impact on the District should the messages be disclosed or released to other parties. Extreme caution should be used when committing confidential information to the electronic messages, as confidentiality cannot be guaranteed.
  2. The District may review email logs and/or messages at its discretion. Because all computer hardware, digital communication devices and software belong to the Board, users have no reasonable expectation of privacy, including the use of email, text-message and other forms of digital communications, e.g. voicemail, Twitter™, Facebook™, etc. The use of the District's technology and electronic resources is a privilege which may be revoked at any time. The District may through such review of email logs and/or messages inadvertently obtain access information for an employee's personal internet account through the use of an electronic device or program that monitors the District's network or through an electronic communications device supplied or paid for in whole or in part by the employer. If such personal internet access information is obtained by the District, the District shall not use that access information to access the employee's personal internet account unless permitted by law.
  3. Electronic mail transmissions and other use of the District's electronic communications systems or devices by employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. This monitoring may include, but is not limited by enumeration to, activity logging, virus scanning, and content scanning. Participation in computer-mediated conversation/discussion forums for instructional purposes must be approved by curriculum or District administration. External electronic storage devices are subject to monitoring if used with District resources.
- B. User Responsibilities: Network/internet users (students and District employees), like traditional library users

- except to address a health or safety emergency.
3. The employee is prohibited from communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for this purpose. The employee must enable administration and parents to access the employee’s professional page.
  4. Only a teacher, coach, trainer, or other employee who has an extracurricular duty may communicate with students through text messaging. The employee may communicate only with students who participate in the extracurricular activity over which the employee has responsibility.
  5. Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
  6. The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, including:
    - a. prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student.
    - b. confidentiality of student records.
    - c. confidentiality of other District records, including staff evaluations, credit card numbers, and private email addresses.
    - d. Upon written request from a parent, the employee shall discontinue communicating with the parent’s minor student through email, text messaging, instant messaging, or any other form of one-to-one communication.
    - e. An employee may request an exception from one or more of the limitations above by submitting a written request to his/her immediate supervisor.
  7. Upon receiving a complaint or written request from a parent, the administration may direct an employee to refrain from communicating with the parent’s minor student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- E. Retention of Electronic Communications and other Electronic Media: The District archives all non-spam emails sent and/or received on the system in accordance with the District’s adopted record retention schedule. After the set time has elapsed, email communications may be discarded unless the records may be relevant to any pending litigation, pending public records request, or other good cause exists for retaining email records. <http://dpi.state.wi.us/lbstat/pdf/wi-rssd.pdf>
- F. Electronic Recording: Employees shall not electronically record by audio, video, or other means, any conversations or meetings unless each and every person present has been notified and consents to being electronically recorded. Persons wishing to record a meeting must obtain consent from anyone arriving late to any such meeting. Employees shall not electronically record telephone conversations unless all persons participating in the telephone conversation have consented to be electronically recorded. These provisions are not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings, and any other Board sanctioned meeting recorded in accordance with Board policy. These provisions are not intended to limit or restrict electronic recordings involving authorized investigations conducted by District personnel, or authorized agents of the District, or electronic recordings that are authorized by the District, e.g. surveillance videos, extracurricular activities, voicemail recordings.
- G. Compliance with Federal, State and Local Law: For all electronic media, employees are subject to certain state and federal laws, local policies, and administrative regulations, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off District property. These restrictions include:
1. Confidentiality of student records (Policy #347).
  2. Confidentiality of other District records, including educator evaluations, credit card numbers, and private email addresses ([Board Policy #526](#)).
  3. Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law ([Board Policy #526](#)).
  4. Prohibition against harming others by knowingly making false statements about a colleague or the District.
  5. Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student.



6. ~~Upon written request from a parent, the employee shall discontinue communicating with the parent's minor student through email, text messaging, instant messaging, or any other form of one-to-one communication.~~
7. An employee may request an exception from one or more of the limitations above by submitting a written request to his/her immediate supervisor.
- H. **Personal Web Pages:** Employees may not misrepresent the District by creating, or posting any content to, any personal or non-authorized website or app that purports to be an official/authorized website/app of the District. No employee may purport to speak on behalf of the District through any personal or other non-authorized website.
- I. **Disclaimer:** The District's electronic systems are provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the systems are those of the individual or entity and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.
- J. **Personal Electronic Devices:** The District permits staff to use personal technology devices in support of teaching and learning and to access the District's Wireless Public Network when doing so. Personal devices include laptop computers, portable digital assistants (PDAs), cell phones, smart phones, iPods/MP3 players, wireless devices, digital cameras, e-readers, storage devices, or other electronics that may be carried on a person. Staff may use personal devices provided such use does not interfere with educational or employment responsibilities, hinder, disrupt or consume an unreasonable amount of network or staff resources, or violate board policy, administrative rules, state law or federal law. An employee using a personal device shall take adequate measures to ensure the confidentiality and proper maintenance of all pupil record information. The District is not liable for the loss, damage or misuse of any personal device including while on District property or while attending school-sponsored activities.

### **3.07 Confidentiality**

Pupil information employees obtain as the result of their employment with the District is confidential and protected by law unless such information has been designated as pupil directory data as set forth in Board Policy (Policy #347). The law and respect for our students require that student issues are only discussed with employees and parents who need to know the information. In addition to student information, confidentiality is expected in other areas, including employee or District business information. Any requests for District records shall be referred to the appropriate administrator.

### **3.08 Conflict of Interest**

A conflict of interest is defined as any judgment, action or relationship that may benefit an employee or another party the employee is affiliated with because of the employee's position with the District. Employees are asked to avoid outside activity that may compete or be in conflict with the best interests of the District. Employees must disclose to their immediate supervisor information of any transaction that may be considered a conflict of interest as soon as they know the facts. No employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated.

### **3.09 Contracts and Conflict of Interest**

No employee may negotiate or bid for, or enter into a contract in which the employee has a private pecuniary interest, direct or indirect, if at the same time the employee is authorized or required by law to participate in the employee's capacity as an employee in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on the employee's part. No employee may, in the employee's capacity as an employee, participate in the making of a contract in which the employee has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on the employee's part. *See Wis. Stats. § 946.13(1)(a) and (b).*

- B. Notice of Traffic Violations: All employees who drive a District vehicle, operate mobile equipment, or receive a District travel allowance or mileage reimbursement must notify their immediate supervisors immediately of any driving citation or conviction of a traffic violation. Supervisors receiving such notice will immediately notify the District Administrator. Payment for any citations received while driving a District vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a District vehicle or personal vehicle.
- C. Drivers: All drivers of motor vehicles owned by the District and used for the transportation of pupils shall be under written contract with the Board. *See* WIS. STAT. § 121.52(2).
- D. Personal Transportation Utilized for School Use

***\*Employee Transportation of Students in Personal Vehicles is Strongly Discouraged\****

1. Car Insurance

**Editor's Note: § 121.555(2)(a) requires insurance coverage with at least \$10,000 in property damage coverage, \$25,000 in bodily injury coverage for each person and \$50,000 total limit for each accident. The minimum insurance requirements specified below exceed the minimum required by state law.** Employees who transport students for school activities in their cars shall carry minimum insurance policy limits of \$500,000 combined single limit (CSL) liability or \$250,000/\$500,000 bodily injury and \$100,000 property damage. ~~A minimum of private car transportation will be utilized.~~ **This form of alternative transportation will be utilized only as a last resort and** employees must notify and receive approval from the building principal prior to transporting students in private cars for school activities. Such approval shall be in compliance with all applicable state and federal laws and administrative code provisions and shall include, but not be limited by enumeration, a review of the employee's driving record and an examination of the vehicle. . *See Wis. Stats. § 121.555.*

2. Operator Requirements. Employees who transport students in a motor vehicle transporting 9 or less passengers in addition to the operator or who transport students in a motor vehicle described in § 121.555(1)(b) shall be subject to the following operator requirements:

- a. The operator shall possess a valid operator's license from Wisconsin or any state other than Wisconsin and includes the District of Columbia, the commonwealth of Puerto Rico and any territory or possession of the United States, any federal military installation located within the territorial boundaries of Wisconsin and any province of the Dominion of Canada.
- b. The operator shall be at least 18 years of age.
- c. The operator shall have sufficient use of both hands and the foot normally employed to operate the foot brake and foot accelerator. **[Editor's Note: § 121.555 (2)(cm) allows a school board to waive this operator requirement for operators who pass a special driving examination conducted by the Department of Transportation.]**
- d. The operator shall submit at least once every three years a statement from his or her health care provider stating that the operator is not afflicted with or suffering from any mental or physical disability or disease such as to prevent the operator from exercising reasonable control over a motor vehicle.

3. Personal Vehicle Reimbursement

Damage to personal vehicles while used as authorized above for transporting students for school activities may be reimbursed by the District, in its discretion, provided the District's maximum reimbursement shall not exceed the deductible amount to a maximum deductible amount of five hundred dollars (\$500.00). No such reimbursement shall be provided where the employee is found to be liable in any degree for the damage to the personal vehicle.

4. All transportation will be done in accordance with Board policy.

### 3.26 Outside Employment

Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the employee's regular position with the school system. Personnel shall not be prohibited from holding employment outside the District as long as such employment does not interfere with assigned school duties as determined by the District. The School Board expects employees to devote maximum effort to the position in which employed. An employee will not perform any duties related to an outside job during regular working hours or for professional employees during the additional time that the responsibilities of the District's position require; nor will an employee use any District facilities,

employee believes a violation of the first sentence of this paragraph occurred. *See* WIS. STAT. § 101.055; Public Employee Safety and Health, *available at* <http://commerce.wi.gov/sb/docs/SB-PubSectSafEmployeePoster9301.pdf>

- D. **Weapons Prohibition:** Except as otherwise permitted by this section, firearms and dangerous weapons are prohibited on all property of the District. The prohibition includes firearms in vehicles on school property. Firearms and dangerous weapons have the definitions set forth in the following statutory provisions: WIS. STAT. §§ 120.13(1), 948.60, 948.605, 948.61.
1. This prohibition does not apply where state law prohibits a school district from restricting any individual's right to possess a firearm or other weapon in a location covered by this policy (e.g., law enforcement officers and certain former law enforcement officers possessing a firearm or other weapon on school grounds in the line of duty).
  2. The building principal may allow a weapon on school premises for purposes of demonstration or educational presentations. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon shall be maintained in the possession of the principal except during the actual demonstration or presentation.
  3. Firearms or other weapons used for hunting may be allowed on school property for hunter safety classes, but only during non-school hours and after approval, in writing, from the District Administrator. The person(s) conducting the hunter safety class will assume responsibility for the safe handling and care of the firearms/weapons and see to it that all firearms/weapons are removed from the premises promptly after the class.
  4. Hunting may be allowed in the school forest when school or rental groups are not using the property and with written permission from the District Administrator. Hunting for a wild animal will not be permitted in the school forest when there is not an open season for that animal on land adjacent to the school forest. All persons authorized to hunt in the school forest shall abide by state and federal laws while hunting on school forest property including, without limitation, laws applicable to firearms and hunting, and shall abide by all District rules regarding the use of the school forest.
- E. **Disaster Preparedness:** All employees must become familiar with building procedures in the event of emergency such as fire, tornado, intruders, etc. When drills are staged, every staff member and student must follow proper procedures.
- F. **Workplace Safety Definition for Grievance Procedure:** In accordance with relevant state law, the grievance procedure established by the District permits employees to file grievances over workplace safety. For purposes of that procedure, the following guidelines shall apply:
1. A grievance can be filed over workplace safety only if the safety of at least one employee is involved (as opposed to the safety of students or visitors).
  2. The issue must concern the safety of a person (e.g., not the "safety" of one's vehicle or other personal possessions).
  3. The grievance must be filed by the affected employee(s) (i.e., one employee may not file on behalf of another).
  4. The individual(s) filing the grievance must propose a specific remedy.
  5. The issue and proposed remedy must be under the reasonable control of the District.

### **3.43 Violence in the Workplace**

- A. **Expectations:** Violent behavior of any kind or threats of violence, either direct or implied, are prohibited on District property and at District sponsored events. The District will not tolerate such conduct in its employees, former employees, contractors, or visitors. An employee who exhibits violent behavior shall be subject to disciplinary action up to and including termination and may also be referred to law enforcement.
- B. **Definitions as Used Under this Section:**
1. **Workplace Violence:** Behavior in which an employee, former employee, contractor or visitor to a workplace inflicts or threatens to inflict damage to property, serious harm, injury or death to others at the District or under the direct supervision of the District.
  2. **Threat:** A communicated intent to inflict physical or other harm on any person or property.
  3. **Intimidation:** Behavior or communication that comprises coercion, extortion, duress or putting in fear.
  4. **Court Order:** An order by a Court that specifies and/or restricts the behavior of an individual. Court

- a. ~~Child: means a natural, adopted, foster or treatment foster child, a stepchild or a legal ward.~~ **Child:** means a natural, adopted, foster or treatment foster child, child of a domestic partner, a stepchild or a legal ward who is less than eighteen (18) years of age or the individual is eighteen (18) years of age or older and cannot care for himself or herself because of a serious health condition. For the purposes of section 9.02, A (3), all definitions in this paragraph apply except for age eighteen (18).
  - b. **Parent:** means a natural parent, foster parent, treatment foster parent, adoptive parent, stepparent or legal guardian of an employee or an employee's spouse or domestic partner.
  - c. **Spouse:** means an employee's legal husband or wife.
  - d. **Domestic Partner:** means an employee's domestic partner.
2. **Serious Health Condition:** means a disabling physical or mental illness, injury, impairment or condition involving any of the following:
- a. Inpatient care in a hospital, nursing home, or hospice.
  - b. Outpatient care that requires continuing treatment or supervision by a health care provider.
- C. **Sick Leave Increments:** Sick leave may be allowed in increments of one-half hour.

### 9.03 Sick Leave Accumulation

Sick leave for employees will accumulate for full-time and part-time employees to a maximum of 100 days.

### 9.04 Pay for Unused Sick Leave

- A. **Retirement:** Employees eligible for retirement will be compensated at forty (\$40) per day for each whole day of unused sick leave. The maximum number of eligible days shall be one hundred (100). Employees with more than one hundred (100) accumulated days as of July 1, 2007, will be grandfathered for the purpose of this retirement pay provision. No retirement pay will be made to any employee dismissed with discipline.
- B. **Severance:** Employees not eligible for retirement will be paid ten (\$10) per day for each whole day of unused sick leave. The maximum number of eligible days shall be one-hundred (100). Employees with more than one-hundred (100) accumulated days as of July 1, 2007, will be grandfathered for the purpose of this retirement pay provision. No severance pay will be made to any employee dismissed with discipline.
- C. **Buy-Back:** At the end of each year, persons with more than one hundred (100) maximum cumulative days of sick leave and those with a grandfathered total greater than one hundred (100), will be paid for those days at the rate of twenty-five (\$25) per day for full days.

### 9.05 Sick Leave and Long-term Disability

In the event an employee becomes eligible for benefits under the District's long term disability insurance program, the employee will no longer receive paid sick leave.

### 9.06 Reporting Procedure - Doctor's Certificate

If at all possible, each employee shall be required to inform his/her supervisor prior to his/her normal daily starting time of his/her need to be absent for one of the reasons stated in 9.02 above. Whenever the supervisor deems such verification appropriate, the employee may be required to furnish the District with a certificate of illness signed by either a licensed physician or a nurse practitioner. Such certificate should include a statement releasing the employee to return to work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed. Nothing in this section shall be interpreted as limiting the District's ability to discipline or discharge employees for excessive absenteeism.

### 9.07 Holidays during Sick Leave

In the event that a paid holiday falls within a period when an employee is on accumulated sick leave, it shall be charged as a paid holiday and not deducted from the employee's earned sick leave.

### 9.08 Sick Leave Listing

Each employee will be provided access to a current summary listing of his/her sick leave usage during the previous employment year.

### 9.09 Accessing Employee Emergency Sick Leave Pool

Annually by October 1 employees of the School District of Colby may designate that a contribution of from one to five

to work. The employee will send a copy of the check received from serving on the jury to the District Administrator and/or his/her designee and will be docked that amount (less any travel expenses received) on the next payroll or employee will directly reimburse the District. The employee will not suffer any loss of benefits that would be accrued during this time (i.e. sick leave, health insurance, vacation, etc.) or loss of any salary adjustment to which the employee is entitled. The time required for any employee to serve on jury duty will not be deducted from sick leave or vacation time the employee has earned or will earn in the future.

## **SECTION 11. BEREAVEMENT LEAVE**

### **11.01 Bereavement/Funeral Leave for a Death in the Immediate Family**

In the event of death in an employee's immediate family, the employee shall be allowed per occurrence up to 3 day(s) off work with pay (if the employee has sick leave available). Such days shall be deducted from the employee's accumulated sick leave or, if no sick leave is available, taken without pay. Immediate family includes the spouse, parents, domestic partner, children, brother, sister, grandchildren, grandparent, step-relatives of the same relationship as provided herein of the employee and his or her spouse **or domestic partner**. The definitions of "parent," "spouse," "child," and "domestic partner" shall be the same as those contained in Part I, Section 9.02 B.

### **11.02 Bereavement/Funeral Leave for a Death of an Individual Outside of the Immediate Family**

Employees shall be granted up to 1 day with pay (if the employee has sick leave available) per occurrence to attend funerals of aunts, uncles, nieces, nephews, first cousins and other individuals residing in the employee's household. Such days shall be deducted from the employee's accumulated sick leave or, if no sick leave is available, taken without pay.

### **11.03 Additional Bereavement Leave**

In extenuating circumstances, additional days may be granted by the District Administrator or his/her designee. Such additional days, at the option of the employee, shall be deducted from the employee's accumulated sick leave if the employee wants paid leave.

### **11.04 Bereavement Leave Increments**

Bereavement leave may be allowed in increments of one half-hour.

## **SECTION 12. PERSONAL LEAVE**

### **12.01 Personal Days Provided**

- A. Calendar Year Employees\*: Employees shall be entitled to up to 2 days of personal leave each employment year. Such days shall be deducted from the employee's accumulated sick leave.
  - B. School Year Employees: Employees shall be entitled to up to 2 days of personal leave each employment year. Such days shall be deducted from the employee's accumulated sick leave.
- \* Personal day benefit does not apply to employees covered under Part IV – Executive Support Staff.

### **12.02 Supplemental Personal Leave**

An employee who has exceeded the maximum accumulation of sick days as defined in Part I, Section 9.03 and who is entitled to sick leave buy back (Part I, Section 9.04c) may request in writing to the District Administrator supplemental personal leave. If approved by the District Administrator, an employee may exchange four (4) unused sick days for one (1) personal day in lieu of the buyback option identified in Part I, Section 9.04c. Employees are required to use their current personal days prior to this request and these days may not be banked for future use. The intent of this provision is to provide additional flexibility to staff while not incurring an additional expense for the district.

### **12.03 Reasons for Personal Leave**

Personal leave may be used for compelling personal obligations which cannot reasonably be conducted outside of the employee's workday. Hourly staff covered under Part III of the Handbook may utilize personal leave for days when school is cancelled.

### 13.03 Request for Uniformed Services Leave

When time permits, the request for a reserve military leave should be as far in advance as possible so the employer can adequately plan for the absence. Whenever possible, the request should be accompanied by a copy of the reservist's military orders. The request shall be submitted to the District Administrator or his/her designee.

### 13.04 Returning to Work after a Uniformed Services Leave

Employees on Uniformed Services Leave will be promptly reinstated to their former position or a similar position having equivalent compensation and other terms and conditions of employment if:

- A. The employer received advanced notice of the leave as required by section 13.03 of this handbook;
- B. The employee has no more than five years of cumulative uniformed service away from the district;
- C. The employee must not have received a disqualifying discharge or other-than-honorable separation from service; and
- D. The employee must return to work or apply for reemployment:
  1. For leaves of 1 to 30 days, no later than the beginning of the first regularly scheduled work period that begins on the next calendar day following completion of service, after allowance for safe travel home from the military duty location and an 8-hour rest period.
  2. For leaves of 31 to 180 days, no later than 14 days after the completion of service.
  3. For leaves of more than 180 days, no later than 90 days after completion of service.
  4. The reporting or application deadlines are extended for up to two years for employees who are hospitalized or convalescing because of an injury or illness incurred or aggravated during the performance of military service.
  5. The employee's reemployment rights are not automatically forfeited if he or she fails to report to work or to apply for reemployment within the required time limits. In such cases, the employee will be subject to the Districts rules governing unexcused absences.

### 13.05 Benefits during Uniformed Services Leave

- A. Health Benefits: Employees with coverage under the district health benefit plan on a uniformed service leave of absence of 30 days or less will continue to receive health benefits with the employee contributing no more than he or she would have paid if still employed. For leaves exceeding 30 days, employees with coverage under the district health benefit plan may elect to continue coverage for up to 24 months. Employees electing to continue coverage will be required to pay 102% of the cost of the health benefit plan. Employees returning from leave who did not continue their health benefits or who took leave for more than 24 months will be reinstated in the health benefit plan.
- B. Wisconsin Retirement System: Employees may receive service credit and Wisconsin Retirement System (WRS) contributions related to uniformed services leave when an employee leaves a WRS-covered position with the district for active military duty and returns to the district within a specific time frame specified in section 13.04 of this handbook.
  1. Upon reemployment, the employee is responsible for paying any missed WRS Employee-Required Contributions (EERC). The employee has the choice to make all, some, or none of the make-up EERC related to the military leave. The district will submit WRS Employer-Required Contributions (ERRC) to match the EERC the employee chooses to make. The district will also fund any additional obligations, including interest that would have accrued on the ERRC and EERC, once those contributions are remitted. USERRA allows for make-up EERC to the WRS to be made beginning with the date of reemployment and ending on the earlier of three times the period of military service or five years, provided the employee continues to be employed by the district. The required WRS contributions are based on the earnings the employee would have made had the employee not been absent from work to fulfill obligations in the uniformed services.

## SECTION 15. BENEFITS APPLICABLE TO ALL EMPLOYEES

### 15.01 Cafeteria Plan/Flexible Spending Account

The District will provide an Internal Revenue Service authorized cafeteria plan/flexible spending account [FSA] under applicable sections of the Internal Revenue Code (§ 105, § 106, § 125 and § 129) to permit employees to reduce their salary and contribute to an FSA to cover the following expenses:

- A. Payment of insurance premium amounts (IRC § 106);
- B. Permitted medical expenses not covered by the insurance plan (IRC § 105) to the maximum permitted per calendar year until August 31, 2012, and
- C. Dependent care costs (IRC § 129) subject to the limitations set forth in the Internal Revenue Service Code.

Effective ~~September 1, 2012~~ **January 1, 2018**: An employee may designate, under the flexible reimbursement plan/cafeeteria plan, a maximum of two thousand six hundred dollars (~~\$2,650~~**\$2,600**) of eligible health and dental care expenses not covered by the insurance plan (IRS Code § 105, § 125) per plan year.

Payments and the designation of amounts to be contributed to the employee's account will be subject to the procedures, rules and regulations of the plan's administrating agency. The provision of this plan shall be contingent upon the continuance of this benefit under the applicable Internal Revenue Code Sections (§ 105, § 106, § 125 and § 129).

### 15.02 Health/Dental Insurance

The Board of education shall provide health insurance and may provide dental insurance to eligible employees. The District shall establish an annual budget for health and dental insurance for employees. The District's Health Insurance Committee shall negotiate rates, premiums and plan specifics with vendors and annually present this information to the Board. The Board will make the final decision and approval of the insurance plans. Plan specifics are available in [Appendix Part I – 15.02](#).

#### A. Eligibility.

1. Minimum Hours for Any Board Contribution: An employee hired prior to July 1, 2015, whose individual contract has an assignment of at least fifty percent of full-time equivalency [50%] is eligible to participate in the District's insurance. For purposes of employees' eligibility for health insurance, full-time equivalency is defined as 35 hours per week during the school year. Employees whose assignments are less than fifty percent of a full-time equivalency [50%] are not eligible to participate in the District's insurance and are not eligible for any District premium contribution.
  - 1a. Minimum Hours for Any Board Contribution: Employees hired after July 1, 2015, whose individual contract has an assignment of at least 30 hours per week is eligible to participate in the District's insurance. For purposes of employees' eligibility for health insurance, full-time equivalency is defined as 37.5 hours per week during the school year.
  - 1b. Employees hired after July 1, 2015, whose assignments are less than 30 hours per week are not eligible to participate in the District's insurance and are not eligible for any District premium contribution.
2. Pro-ration of District Contributions: An employee hired prior to July 1, 2015, whose individual contract has an assignment of at least fifty percent [50%] of a full-time equivalency, but less than a full-time one hundred percent [100%] assignment, shall have the District's contribution prorated, consistent with the employee's percentage of employment.
3. Both Spouses Employed by the District: If both spouses are employed by the District and are eligible for insurance, the employees shall be eligible for two single plans or one family plan. The premium contributions for spouses shall be no different than the premium contribution for a similarly-situated employee whose spouse does not work for the District. As such, the following options exist for such spouses:
  - a. Coverage under one family plan; or
  - b. Two single plans; or
  - c. HEALTH ONLY - One cash-in-lieu benefit instead of a family plan [subject to the eligibility of the insurance carrier]; or
  - d. HEALTH ONLY - One single plan and one cash-in-lieu benefit

3. Both Spouses Employed by the District: If both spouses are employed by the District and are eligible for insurance, the employees shall be eligible for two single plans or one family plan. The premium contributions for spouses shall be no different than the premium contribution for a similarly-situated employee whose spouse does not work for the District. As such, the following options exist for such spouses:
  - a. Coverage under one family plan; or
  - b. Two single plans; or
  - c. HEALTH ONLY - One cash-in-lieu benefit instead of a family plan [subject to the eligibility of the insurance carrier]; or
  - d. HEALTH ONLY - One single plan and one cash-in-lieu benefit
- B. Commencement and Termination of Benefits. Coverage will commence on the first day of the month following the employee's first day of employment and continue for a full twelve (12) month period. The insurance benefits described in this *Handbook* and on the individual contract terminate according to the following schedule:
  1. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.
  2. If an employee resigns or is terminated who has completed the term of his/her contract, District coverage shall cease at the end of the month the resignation or termination becomes effective. If an employee resigns or is terminated who has completed the school year, his/her insurance benefits shall terminate as of August 31. However, if an administrator completes the terms of his/her contract, and if the last day of the contract is June 30, his/her insurance benefits shall terminate June 30<sup>th</sup>.
- C. Compliance Authority: The District may, in its sole discretion, make changes to health insurance, including, but not limited to, health benefits, eligibility standards, coverages, and contribution levels in order to comply with the Patient Protection and Affordable Care Act (ACA) and applicable federal and state agency rules and regulations regarding the implementation of the ACA. Such actions may also be implemented in order for the District to comply with regulatory provisions of the Internal Revenue Service (IRS), e.g. non-discrimination in benefits provisions [IRC 105(h), IRC 125], and to minimize tax liability for the District and/or the benefit recipient underneath such regulatory provisions. Changes to health benefits, eligibility standards, coverages and contribution levels include, but are not limited to, changes in the sections addressing health insurance in the employee handbook.

### **15.03 Alternate Benefit Plan [ABP] in Lieu of Health Insurance**

Implementation of the Alternative Benefit Plan for eligible employees. Eligibility for, and payment toward coverage for individual employment groups are set forth in the applicable part of the *Handbook* covering such employees:

- A. Employees who choose the ABP option will be required to sign up by August 1 and commit to this change to be effective the following September 1. In order to access the ABP benefit the employee must also provide reasonable evidence of (1) the employee declining to enroll in the employer-sponsored coverage and (2) the employee providing reasonable evidence that the employee and all other individuals for whom the employee reasonably expects to claim a personal exemption deduction for the taxable year or years that begin or end in or with the employer's plan year to which the opt-out arrangement applies (employee's expected tax family) have or will have minimum essential coverage (other than coverage in the individual market, whether or not obtained through the Marketplace) during the period of coverage to which the opt-out arrangement applies. ~~Employees who choose the ABP option will be required to sign up on an annual basis to align with health insurance plan year.~~
- B. In order for this provision to remain in effect, a sufficient number of employees must opt out of their coverage so as not to cause an added expense for the District. Such determination of the additional expense is made by the District in its sole discretion.
- C. The Board may, at its discretion, discontinue the cash compensation in lieu of health insurance benefit by providing the participating employees with written notice of not less than sixty (60) days and an "open enrollment" opportunity to enroll in the group health insurance plan.
- D. Any employee who qualifies for participation in the District group health insurance plan may waive such participation and elect to receive cash compensation in lieu of the health insurance benefit. Where the District employs both spouses, one spouse will be eligible for participation in the ABP.



## SECTION 3. PROFESSIONAL GROWTH

### 3.01 Requirement to Remain Current

All teachers shall engage in independent and active efforts to maintain high standards of individual excellence. Such efforts shall include keeping current in each specific and applicable area of instruction, Board established curriculum, as well as continuing study of the art of pedagogy. In addition to maintaining high standards of excellence for the students and school, the teacher will make him/herself available during the contractual year and day to his/her colleagues for assistance, to the District for services beyond those specifically required as part of his/her individual contractual duties, and to the community as a valuable resource.

### 3.02 Provisions for Graduate Study

Teachers shall be compensated in accordance with the degrees and advanced preparation they have. Professional development shall be subject to the following conditions:

- A. Courses must be considered of graduate difficulty unless taken to fill a definite need in the school curriculum as determined by the Board or its designee.
- B. Credits for courses and request for professional growth compensation must be approved by June 15th by the Board or its designee to be eligible for the following academic (fiscal) year (Appendix Part II – 3.02).
- C. A grade of "B" or better must be achieved or a grade acceptable for credit at the institution at which the teacher is studying must be achieved.
- D. Teachers completing six (6) graduate level credits approved by their building Principal and Superintendent shall be compensated \$750.00 annually upon completion.
- E. ~~Teachers who complete a DPI approved Professional Development Plan AND have that plan approved by their building Principal and Superintendent shall be compensated \$750.00 annually upon completion of the plan.~~
- E. Teachers who have successfully completed three (3) consecutive years Professional Practice Goals (PPG's) as approved and documented by their supervisor shall be compensated \$750.00 annually FOLLOWING a Summative year.
- F. Teachers shall submit to the District Office a transcript of credit or ~~completed Professional Development Plan~~ PPG recognition request (that has been pre-approved by their immediate supervisor/principal and the superintendent) by January 31st to request professional growth compensation for the following fiscal year.
- G. Professional Growth compensation is paid in a lump sum in the initial year and added to salary in subsequent years.

## School District of Colby

### Application for Recognition of Graduate Credit or Professional Development Plan

All Professional Growth must be submitted for prior approval to receive compensation.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

#### GRADUATE CREDIT

Full Title of Course: \_\_\_\_\_ Course Number: \_\_\_\_\_

Number of Credits: \_\_\_\_\_ Name of College/University: \_\_\_\_\_

- Undergraduate  
 Graduate

Course will be taken (Choose One):

- In residence  
 By Extension  
 By Correspondence  
 Online

Course will begin on: \_\_\_\_\_ And terminate on: \_\_\_\_\_

Will the district, in any way, provide financing for this course, i.e., room, board, fees, etc? If so, please indicate below:

\_\_\_\_\_

\*An **official transcript** of credit and/or **approved and completed PDP** must be submitted prior to January 31<sup>st</sup> for payment.

#### PROFESSIONAL DEVELOPMENT PLAN

Brief Description/Activities: \_\_\_\_\_

Anticipated Completion Date: \_\_\_\_\_

- This course/PDP will qualify me for an annual compensation increase of \$750.  
 This course request aligns with my professional goals, or building/department goals.  
 Goals attached.

#### Administrative Approval:

I have reviewed individual/department/building goals. The professional growth aligns with written professional development goals.

Supervisor/Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_